ACGP-1

User Guide for
Place of Work Coding
Tiers 1 and 2

Automated Coding

Statistics Canada Statistique Canada

Canada

**User Guide for
Place of Work Coding
Tiers 1 and 2**

Prepared by: Census Operations Division
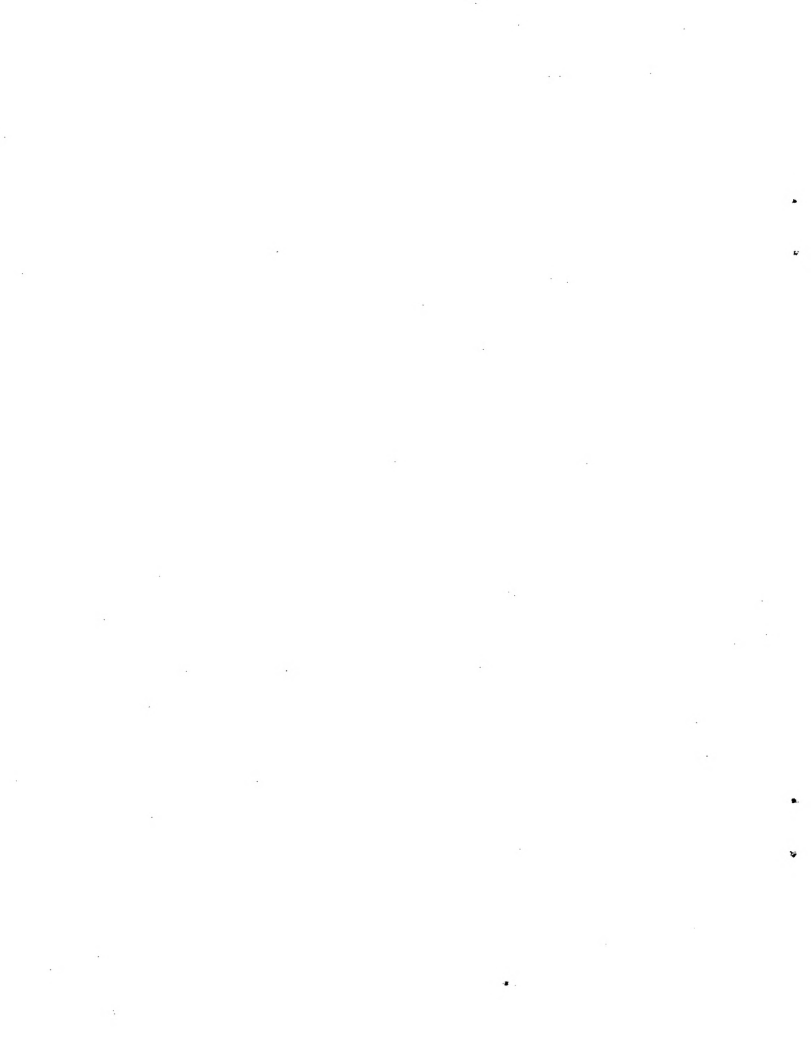Social, Institutions and
Labour Statistics Field

Table of Contents

Table of Contents – Continued

Table of Contents – Concluded

1. Introduction

1.1 Who Should Read this User Guide

This User Guide is designed to be used by general coders of the Place of Work variable also referred to as Tier 1 and Tier 2 coders. This document describes the mechanics of the user interfaces to the Place of Work Interactive Coding System. It explains the features and functions available in the Interactive Coding System for the Place of Work variable.

A number of terms and abbreviations are used in this User Guide and the Place of Work Interactive Coding System to refer to specific geographical units used by the Census of Population. If you are not familiar with terms and abbreviations used in the census such as CMA and block-face, it is recommended that you read **section 20 – Glossary**.

A basic knowledge of Windows is required to use the Place of Work Interactive Coding System. If you are a new Windows user, it is recommended that you read **section 21 – Basic Operations in Windows**.

1.2 Examples Used

Within this User Guide, examples are used for illustrative purposes only. With the production system, you may obtain different results.

1.3 Other Reference Documents

The following documents address other aspects of coding Place of Work responses.

- Place of Work Training Guide
- Place of Work Coding Manual
- Place of Work Referral Manual for Coding – Tier 2
- User Guide for Place of Work Coding – Tier 3
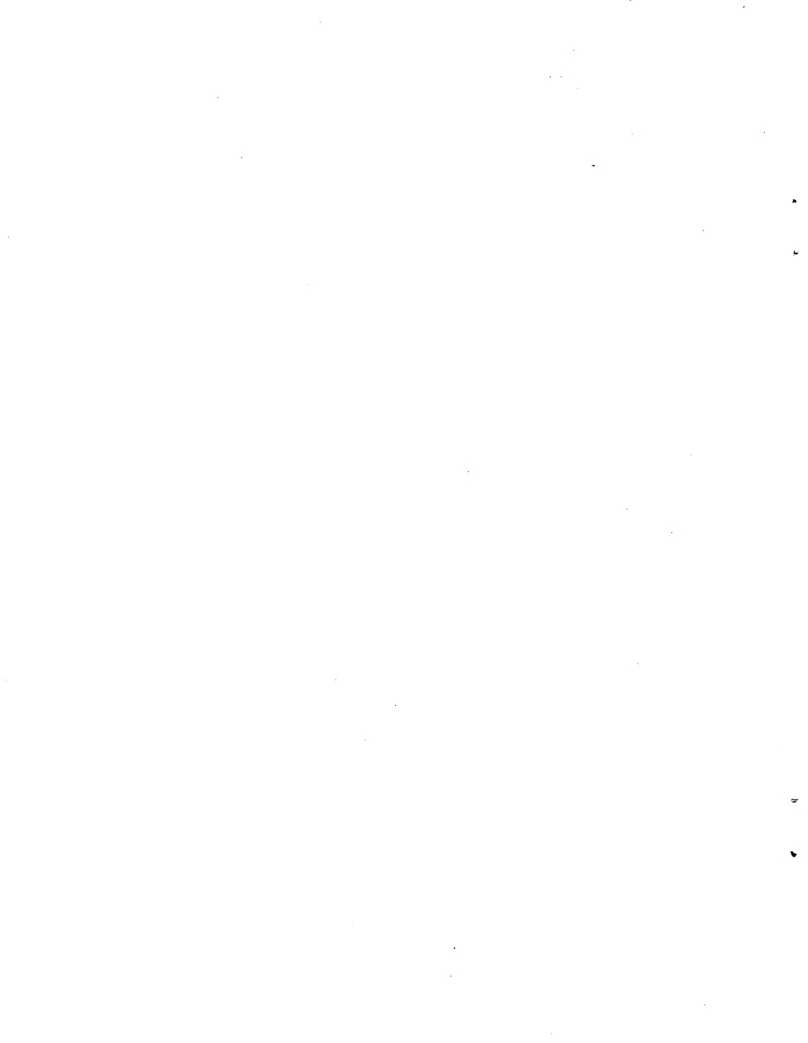
2. To Start Coding

Before You Start

In order to access the Place of Work Interactive Coding System, the following prerequisites must be satisfied.

- You must have received your coder ID and your password from the system administrator.
- You must have notified the system administrator of your language preference. The system is available in both official languages: English or French.
- You must have access to a workstation properly set up for Place of Work Interactive Coding.

You will be taught how to start the Place of Work Interactive Coding System during training.

3. Components of the Coding Screen

3.1 Place of Work Coding Screen

When you start a Place of Work coding session, the coding screen is displayed with the data of the first respondent to be coded. The system assists you by automatically searching for the closest matching record in one of the reference files. Reference file records returned from the default search are displayed in the bottom segment of the screen.

Each component of the coding screen is described in the following sections.

3.2 Reference File Buttons

| Postal Codes | Businesses/Buildings | Street Addresses | Intersections | Cities/Towns |

      ⌐ current selection   ⌐ hot key

A group of five (5) buttons is displayed horizontally at the top of the coding screen.

Each button contains a brief description of a reference file you can select to search for the most appropriate reference file record for the respondent data.

During a coding session, each button toggles from a highlighted to a dimmed appearance. A dimmed button identifies the reference file currently displayed in the bottom segment of the coding screen. The highlighted buttons identify the other reference files which can be selected. Only one reference file can be selected at a time.

Each reference file button has a special character called a hot key. The hot key is the underlined character in the description associated with the button. To select a reference file, you may click on the button using the mouse, or enter its associated hot key character using the keyboard.

3.3 Respondent Data

Place of Work of Respondent	Respondent's RESIDENCE
Street 151 MAIN	City MARKHAM
City HAWKESBURY ONTARIO	Ens TORONTO
Province	Province ONTARIO
Postal Code K6A1A1	

INDUSTRY of WORK of Respondent
Rem SERGE LACROIX DT DENTUROTHERAPEUTE

Place of Work coding implies an analysis of the respondent data. The above information is displayed about a respondent when it is available. This information can only be browsed (read mode). You cannot modify this information. In order to code Place of Work responses, you will find it necessary to refer back to this information in order to select the most appropriate reference file record.

The respondent data is also used by the system to select a default reference file and set the default search criteria. For each response to be coded, the system provides assistance.

1. The system selects a default reference file.
   At the top of the coding screen, the button of the reference file which has been selected as the default is dimmed. Records from the selected reference file are displayed in the bottom segment of the coding screen.
2. The system follows default search criteria.
   Values for the search check box and search data entry fields to be used as default search criteria are displayed in the middle of the coding screen.
3. The system automatically searches for the closest matching record in the selected reference file following the default search criteria. To highlight and verify the match found by the system, click anywhere on the first reference file window displayed in the bottom segment of the coding screen.

At any time during the coding session, you may choose to override these system defaults. System defaults are derived from the respondent data using predetermined rules only to help you get started.

3.4 Search Criteria

This segment of the coding screen has two (2) components:

1. the search criteria data entry menu containing the search check boxes and search data entry fields; and
2. the search function buttons.

Both components are <u>very active</u> because their content are defined dynamically depending on previous selection and action. For instance, the number and kind of the search check boxes which are listed in the search criteria data entry menu vary depending on the reference file currently selected. The type of search function available also varies based on the search criteria selected.

3.4.1 Search Criteria Data Entry Menu

The search criteria data entry menu is where you specify the conditions to use when searching for the closest matching record in a selected reference file.

Search Check Boxes

The search check boxes indicate the field to use as the primary key to launch the search for the closest matching record in a selected reference file. Only one check box can be turned on at any given time by clicking on it. Whenever you turn on a check box, all other check boxes are automatically turned off.

Depending on the reference file selected, only specific check boxes can be turned on as the primary search key. The system prevents you from turning on a check box if it is not a valid primary search key for a given reference file.

Search Data Entry Fields

The search data entry fields indicate the value of the primary and secondary keys, where applicable, to use when searching for the closest matching record in a selected reference file. Search data entry fields which are filled with a color by the system can be modified by the coder and are used as search keys.

Depending on the reference file and search check box selected, only specific data entry fields can be modified. The system prevents you from modifying a search data entry field which is not a valid primary or secondary search key for a given reference file.

3.4.2 Search Function Buttons

available function

unavailable function
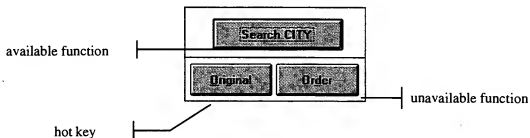
hot key

This segment of the screen has three (3) buttons which activate different search functions. Each button contains a brief description of the action it initiates. A hot key is also available for each active button to initiate the command using the keyboard instead of the mouse.

During a coding session, each button toggles from a highlighted to a dimmed appearance indicating whether a given action can or cannot be initiated. A button is highlighted and functional when certain conditions specific to each action are met.

Example:

- [Original] button is functional after the search criteria set as default by the system have been modified.

Whenever a coder specifies new search conditions, the system changes the description and appearance of the [Search ???] button. The system, this way, instructs the coder to activate a search on a specific search key. This approach has the advantage of removing from the coder the need to know which specific fields can be used as valid search keys for each of the reference files.

becomes anyone of the following
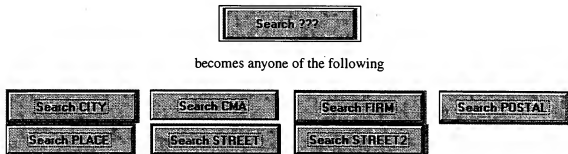
3.4.3 Steps to Modify the Search Criteria

At any time during the coding session, you may choose to override the search criteria. When the respondent data is displayed, default search criteria are derived by the system from the respondent data and predetermined rules to help you get started.

To modify or specify new search criteria:

1. Click on a search check box to set the primary search key, or keep the system default.

2. Enter or edit the value of each search data entry field which have a coloured background and hit the [Enter] key, or keep the system default.

This button is labeled [Search ???] and dimmed when the search is complete.

When the [Search] button is highlighted, click on it to execute the search described.

○ Postal Code:
○ Street: MAIN
○ City: HAWKESBURY
○ Cma: HAWKESBURY
○ Province: ONTARIO

Search ???

Original   Order

Value of these fields which have a   available action
white background cannot be
modified for this kind of search.   unavailable action

When editing a search data entry field, position the cursor in the data entry field where you wish to enter text, and click on the mouse. A blinking insertion point indicates where the text will be inserted.

Warning: If the blinking insertion point is not positioned in the data entry field, the text being typed could be interpreted as a hot key by the system launching an action.

Once the search data entry field is entered or modified, you must hit the [Enter] key while keeping the cursor in the data entry field. You may use the [Enter] key of either the numeric or alphabetic pad.

When new search criteria are specified, the description and appearance of the [Search] button will change. The system is ready to proceed with the <u>next search</u> using the primary or secondary key of the new search criteria, whenever the [Search] button is highlighted.

Search CITY   Click on the [Search] button to initiate the search using the search key
                 described by the [Search] button label.

The search with the new search criteria is complete when the [Search] button is dimmed.

Search ???   Browse the reference file window in the bottom segment of the screen
where results of the <u>latest</u> search are displayed.

3.5 Browse Window of a Reference File

Records from the selected reference file are displayed in the bottom segment of the coding screen.
The search criteria drive the content of the bottom segment of the coding screen. At all times, results of
the <u>latest search</u> are displayed in the bottom segment of the screen.

The following illustrates a search of the Postal Codes file using postal code as the primary search key. In
this example, the Postal Codes file is displayed as a <u>single window</u>.

● Postal Code:	MAIN	
○ Street:		**Search ???**
○ City:	HAWKESBURY	
○ Cma:	HAWKESBURY	**Original** **Order**
○ Province:	ONTARIO	

Given the above postal code as the parent search data, the system automatically
searches and highlights the closest matching record in the Postal Code reference
file.

Click anywhere on the reference file window to refresh it.

Postalcode	Range	D	Place	Street	Type	Dad	City	Cma	Province
K4R1E2	6 - 6	E		SECOND	ST		RUSSELL		ONTARI
K4R1E6	472 - 472	E		CHURCH	ST		RUSSELL		ONTARI
K6A1A1	1 - 127	O		MAIN	ST	E	HAWKESBURY	HAWKESBURY	ONTARI
K6A1A1	131 - 259	O		MAIN	ST	E	HAWKESBURY	HAWKESBURY	ONTARI
K6A1A2	129 - 129	O		MAIN	ST	E	HAWKESBURY	HAWKESBURY	ONTARI
K6A1A3	30 - 164	E		MAIN	ST	E	HAWKESBURY	HAWKESBURY	ONTARI
K6A1A5	176 - 358	E		MAIN	ST	E	HAWKESBURY	HAWKESBURY	ONTARI
K6A1A6	273 - 297	O		MAIN	ST	E	HAWKESBURY	HAWKESBURY	ONTARI
K6A1A6	309 - 311	O		MAIN	ST	E	HAWKESBURY	HAWKESBURY	ONTARI
K6A1A7	321 - 331	O		MAIN	ST	E	HAWKESBURY	HAWKESBURY	ONTARI
K6A1A8	269 - 271	O		MAIN	ST	E	HAWKESBURY	HAWKESBURY	ONTARI

Some reference files are displayed as two (2) or even three (3) windows. When a reference file is
displayed in multiple windows, their content are driven by two (2) search keys: the primary key and the
secondary key. The steps described above must be performed twice, once for the primary search key and
repeated again for secondary search key.

The following illustrates a search of the Postal Codes file using city as the primary search key and street as the secondary search key. In this example, the Postal Codes file is displayed as three windows.

- When the search using city as the primary search key is complete:

City	Cap	Province		STREETS			BLOCKS						
				Street		Type	Dir	From	To	Dir	Postalc	Place	
HAWARDEN		SASKATCHEV		ABBOTT		ST		429	547	O	K6A2E2		
HAWKE'S BAY		NEWFOUNDL		ABERDEEN		ST		440	544	E	K6A2E3		
HAWKESBURY	HAWKESBURY	ONTARIO		ADRIEN		ST		246	388	E	K6A2C9		
HAY		ONTARIO		ALBERT		ST		273	393	O	K6A2E1		
HAY LAKE 209		ALBERTA		ALEXANDER									
HAY LAKES		ALBERTA		ALLAN									
HAY RIVER		NORTHWEST		ATLANTIC									
HAY RIVER 1		NORTHWEST		BENJAMIN									
HAZEL DELL NO. 335		SASKATCHEV		BERTHA									
HAZELTON		BRITISH COL		BERTHIAUME									
HAZELWOOD NO. 94		SASKATCHEV		BON PASTEUR									
HAZELMORE		SASKATCHEV		CAMERON									

Click anywhere on the first reference file window to highlight and verify the match found by the system on the primary search key. Once the verification is done, click anywhere on the coding screen outside the reference file windows to continue.

- Click on the [Search] button to initiate the secondary search.

Search STREET

- When the search using street as the secondary search key is complete:

MUNICIPALITIES							BLOCKS						
City	Cap	Province		Street		Type	Dir	From	To	Dir	Postalc	Place	
HAWARDEN		SASKATCHEV		KIPLING		ST	W	32	202	E	K6A2H2		
HAWKE'S BAY		NEWFOUNDL		KITCHENER		ST	W	55	73	O	K6A2H4		
HAWKESBURY	HAWKESBURY	ONTARIO		LAFLECHE		ST	W	179	179	O	K6A2H4		
HAY		ONTARIO		LANSDOWNE		ST	W	220	254	E	K6A2H6		
HAY LAKE 209		ALBERTA		LAURIER		ST	W	280	302	E	K6A2H7		
HAY LAKES		ALBERTA		LAURIN		ST	W	322	352	E	K6A2H8		
HAY RIVER		NORTHWEST		MARIN		ST	W	438	476	E	K6A2J1		
HAY RIVER 1		NORTHWEST		MARY		ST	W	514	526	E	K6A2J2		
HAZEL DELL NO. 335		SASKATCHEV		MCGILL		ST	W	640	640	E	K6A2J3		
HAZELTON		BRITISH COL		MILL ENTRANCE		ST		1	127	O	K6A1A1		
HAZELWOOD NO. 94		SASKATCHEV		MONTCALM		ST	E	131	259	O	K6A1A1		
HAZELMORE		SASKATCHEV		NELSON		ST	E	139	139	O	K6A1A1		

Click anywhere on the second reference file window to highlight and verify the match found by the system on the secondary search key.

Then, manually scroll up and down the third reference file window looking for a match to the respondent data.

Whenever a reference file is displayed in multiple window, it is very important to understand how windows are linked to each other. A parent-child relation exists automatically between the record selected as parent in the first window and all records displayed in the second window as its children.

Similarly, a parent-child relation exists automatically between the records selected as parents in the first two windows and all records displayed in the third window as their children.

Reference file record selected as parent in the first window

Reference file record selected as parent in the second window

MUNICIPALITIES				Street		Type	Dir	From	To	O/	Postal	Place	
City	Cas	Province										BLOCKS	
HAWARDEN		SASKATCHEV		KIPLING		ST	W	32	202	E	K6A2H2		
HAWKE'S BAY		NEWFOUNDL		KITCHENER		ST	W	55	73	O	K6A2H3		
HAWKESBURY	HAWKESBURY	ONTARIO		LAFLECHE		ST	W	179	179	O	K6A2H4		
HAY		ONTARIO		LANSDOWNE		ST	W	220	254	E	K6A2H6		
HAY LAKE 209		ALBERTA		LAURIER		ST	W	280	302	E	K6A2H7		
HAY LAKES		ALBERTA		LAURIN		ST	W	322	352	E	K6A2H8		
HAY RIVER		NORTHWEST		MAIN		ST	W	438	478	E	K6A2J1		
HAY RIVER 1		NORTHWEST		MARY		ST	W	514	528	E	K6A2J2		
HAZEL DELL NO. 335		SASKATCHEV		MCGILL		ST	W	640	640	E	K6A2J3		
HAZELTON		BRITISH COLL		MILL ENTRANCE		ST	E	1	127	O	K6A1A1		
HAZELWOOD NO. 94		SASKATCHEV		MONTCALM		ST	E	131	259	O	K6A1A1		
HAZENMORE		SASKATCHEV		NELSON		ST	E	129	179	O	K6A1A2		

All children of the reference file record selected as the parent in the first window

All children of the reference file records selected as the parents in the first and second windows.

Warning: If you select manually a record as a new parent (in the first or second window), you must click on the window which lists the children of this new parent (that is, the second or third window) to refresh the content of each window. If you do not refresh the content of the windows, the list of children for the new parent could be outdated.

3.6 Action Buttons

A group of eight (8) buttons plus one (1) individual button to Exit are displayed vertically in the upper right-hand corner of the screen.

Each button contains a brief description of the action each initiates.

During a coding session, each button will toggle from a highlighted to a dimmed appearance indicating whether a given action can or cannot be initiated. A button is highlighted and functional when certain conditions specific to each action are met.

Example:

[Code] button is not available when the search returns no matching record.
[Previous] button is not available for the first response of a session.
[Census Tract] button is not available to Tier 1 coders.

Each button has a special character called a hot key. The hot key is the underlined character in the description associated with the action button. To initiate the action, you may click on the button using the mouse or enter its hot key character using the keyboard.

Exit Coding Program

CODE — available

Refer

Special Case

Census Tract — unavailable action

Previous

Next

Continue

Detail File

hot key
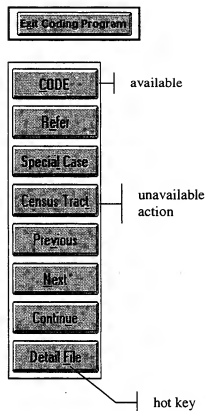
4. Scrolling a Reference File

4.1 To Scroll a Reference File

Each window displays only a segment of the reference file at a time. You can use the scroll bars which appear along the right and bottom edges of the window to scroll through the reference file.

The illustration below describes how to use the arrow boxes and the scroll box within the vertical scroll bar to scroll up or down a window. The same steps apply to scroll a window from left to right using the horizontal scroll bar.

arrow box

scroll box

To scroll slowly one line at a time, click once on one of the arrow boxes located at either end of the scroll bar.

To scroll continuously one line at a time, click on one of the arrow boxes and hold down the mouse button.

The list is scrolled in the direction of the arrow box.

To scroll one screen at a time, click once below or above the scroll box in the scroll bar.

The list is scrolled up when clicking above the scroll box or down when clicking below the scroll box.

To scroll rapidly through the list, click and drag the scroll box up or down the scroll bar.

The list is scrolled in the direction that the scroll box is being dragged.

4.2 To Change the Display Width of a Field

You can change the display width of a field in the reference file window. The actual width of the field in the database is not modified, only its display width. Data could seem to disappear or get cut off when sizing; however, you cannot damage the underlying data when modifying the display width of a field.

BLOCKS					
Type	Dir	From	To	Di	Postalco
ST	E	1	127	O	K6A1A1
ST	E	30	164	E	K6A1A3
ST	W	32	202	E	K6A2H2
ST	W	55	73	O	K6A2H3
ST	E	129	129	O	K6A1A2
ST	E	131	259	O	K6A1A1
ST	E	176	358	E	K6A1A5
ST	W	179	179	O	K6A2H4
ST	W	220	254	E	K6A2H6
ST	E	273	297	O	K6A1A6
ST	W	280	302	E	K6A2H7
ST	E	309	311	O	K6A1A6

Position the cursor on the vertical line in between field headings.

The cursor darkens and grows arrows on its sides.

Drag the vertical line left or right to widen or narrow the display size of the field.

4.3 To Change Display Order of Fields

You can change the display order of fields in the reference file window. This does not change the actual order of the fields in the database, only the display order.

BLOCKS					
Postalcod	Type	Dir	From	To	Di
K6A1A1	ST	E	1	127	O
K6A1A3	ST	E	30	164	E
K6A2H2	ST	W	32	202	E
K6A2H3	ST	W	55	73	O
K6A1A2	ST	E	129	129	O
K6A1A1	ST	E	131	259	O
K6A1A5	ST	E	176	358	E
K6A2H4	ST	W	179	179	O
K6A2H6	ST	W	220	254	E
K6A1A6	ST	E	273	297	O
K6A2H7	ST	W	280	302	E
K6A1A6	ST	E	309	311	O

Position the cursor on the heading of the field to be moved.

Drag the field name that you want to move left or right until the column is relocated.

In this example, the Postal Code field was moved to become the first column.

5. Searching the Postal Codes File

When searching the Postal Codes file, three (3) search options are available. Each produces different lists of reference file records displayed in the bottom segment of the screen as one or three screens.

The following table describes the search options available when the Postal Codes file is selected. The first search option listed in the table is the system default for the Postal Codes file. For each search option, the table identifies the search check box to turn on as the primary search key and the search data entry fields for the primary and secondary search keys, where applicable.

POSTAL CODES FILE			
Search options	Search check box to turn on as the primary search key	Search data entry fields to enter the primary and secondary search keys	Number of windows
1. Search for the closest matching postal code	◉ Postal Code:	Postal Code	1
2. Search all postal codes on a street in a specific city	◉ City:	City Street	3
3. Search all postal codes on a street in a specific CMA	◉ CMA:	CMA: Street:	3

Sections 5.1 to 5.3 explain the above search options illustrating the steps for the primary search and secondary search, if applicable.

5.1 Search for the Closest Matching Postal Code

Search on primary key: ◉ Postal Code

- If the [Search] button is highlighted, click on it to initiate the primary search.

> Search POSTAL

  The system automatically searches for the closest matching postal code in the Postal Codes file. Results of the search are displayed in the bottom segment of the screen.

- If the [Search] button is dimmed, it indicates that the primary search on postal code is complete.

> Search ???

- When the primary search is complete, click anywhere on the reference file window displayed in the bottom segment of the screen to highlight the closest matching postal code in the Postal Codes file.

Postalcode	Range	O	Place	Street	Type	Dire	City	Cma	Provin
K4R1E2	6 - 6	E		SECOND	ST		RUSSELL		ONTARI
K4R1E6	472 - 472	E		CHURCH	ST		RUSSELL		ONTARI
K6A1A1	1 - 127	O		MAIN	ST	E	HAWKESBURY	HAWKESBURY	ONTARI
K6A1A1	131 - 259	O		MAIN	ST	E	HAWKESBURY	HAWKESBURY	ONTARI
K6A1A2	129 - 129	O		MAIN	ST	E	HAWKESBURY	HAWKESBURY	ONTARI
K6A1A3	30 - 164	E		MAIN	ST	E	HAWKESBURY	HAWKESBURY	ONTARI
K6A1A5	176 - 358	E		MAIN	ST	E	HAWKESBURY	HAWKESBURY	ONTARI
K6A1A6	309 - 311	O		MAIN	ST	E	HAWKESBURY	HAWKESBURY	ONTARI
K6A1A7	321 - 331	O		MAIN	ST	E	HAWKESBURY	HAWKESBURY	ONTARI
K6A1A8	359 - 371	O		MAIN	ST	E	HAWKESBURY	HAWKESBURY	ONTARI
K6A1A9	282 - 558			MAIN	ST	E	HAWKESBURY	HAWKESBURY	ONTARI

5.2 Search All Postal Codes on a Street in a Specific City

Search on primary key: ◉ City

- If the [Search] button is highlighted, click on it to initiate the primary search.

   Search CITY

   The system automatically searches for the closest matching city in the Postal Codes file. Results of
   the search are displayed in the first reference file window at the bottom of the screen.

- When the primary search is complete, click anywhere on the <u>first</u> reference file window displayed in
   the bottom segment of the screen to highlight the closest matching city in the Postal Codes file.

City	Cma	Province		STREETS Street		Type	Dire	BLOCKS From	To	O	Postalc	Place	
HAWARDEN		SASKATCHEW		ABBOTT		ST		429	547	O	K6A2E2		
HAWKES BAY		NEWFOUNDL		ABERDEEN		ST		440	544	E	K6A2E3		
HAWKESBURY	HAWKESBURY	ONTARIO		ADRIEN		ST		246	388	E	K6A2C9		
HAY		ONTARIO		ALBERT		ST		273	393	O	K6A2E1		
HAY LAKE 209		ALBERTA		ALEXANDER									
HAY LAKES		ALBERTA		ALLAN									
HAY RIVER		NORTHWEST		ATLANTIC									
HAY RIVER 1		NORTHWEST		BENJAMIN									
HAZEL DELL NO. 335		SASKATCHEW		BERTHA									
HAZELTON		BRITISH COLU		BERTHIAUME									
HAZELWOOD NO. 94		SASKATCHEW		BON PASTEUR									
HAZENMORE		SASKATCHEW		CAMERON									

   To continue, click anywhere on the coding screen <u>outside</u> the reference file windows.

- If the [Search] button is dimmed, it indicates that the closest matching city contains no streets. As a
   result, the system cannot proceed with the secondary search on street.

   Search ???

- If the [Search] button is highlighted, it indicates that the closest matching city does contain streets.
   The system is now ready to proceed with the secondary search on street.

Search STREET

- Initiate the secondary search by clicking on the [Search] button.

Search STREET

The system automatically searches for the closest matching street within the selected city in the Postal Codes file. Results of the search are displayed in the <u>second</u> reference file window at the bottom of the screen.

- If the [Search] button is dimmed, it indicates that the secondary search on street is complete.

Search ???

- When the secondary search is complete, click anywhere on the <u>second</u> reference file window displayed in the bottom segment of the screen to highlight the closest matching street within the selected city in the Postal Codes file.

MUNICIPALITIES				Street		Type	Dir	From	To	Dc	Postalc	Place	
City	Case	Province											
HAWARDEN		SASKATCHEV		KIPLING		ST	W	32	202	E	K6A2H2		
HAWKE'S BAY		NEWFOUNDL		KITCHENER		ST	W	55	73	O	K6A2H3		
HAWKESBURY	HAWKESBURY	ONTARIO		LAFLECHE		ST	W	179	179	O	K6A2H4		
HAY		ONTARIO		LANSDOWNE		ST	W	220	254	E	K6A2H6		
HAY LAKE 209		ALBERTA		LAURIER		ST	W	280	302	E	K6A2H7		
HAY LAKES		ALBERTA		LAURIN		ST	W	322	352	E	K6A2H8		
HAY RIVER		NORTHWEST		MAIN		ST	W	438	478	E	K6A2J1		
HAY RIVER 1		NORTHWEST		MARY		ST	W	514	528	E	K6A2J2		
HAZEL DELL NO. 335		SASKATCHEV		MCGILL		ST	W	640	640	E	K6A2J3		
HAZELTON		BRITISH COL		MILL ENTRANCE		ST	E	1	127	O	K6A1A1		
HAZELWOOD NO. 94		SASKATCHEV		MONTCALM		ST	E	131	259	O	K6A1A1		
HAZENMORE		SASKATCHEV		NELSON		ST	E	129	179	O	K6A1A2		

- The third reference file window lists all records from the Postal Codes file which satisfy both the primary and secondary search criteria, that is, all postal codes on a street in a specific city. Manually scroll up or down the <u>third</u> reference file window to find the most appropriate match to the respondent data.

5.3 Search All Postal Codes on a Street in a Specific CMA

Search on primary key: ⦿ CMA

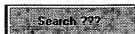- If the [Search] button is highlighted, click on it to initiate the primary search.

Search CMA

The system automatically searches for the closest matching CMA in the Postal Codes file. Results of the search are displayed in the first reference file window at the bottom of the screen.

- When the primary search is complete, click anywhere on the <u>first</u> reference file window displayed in the bottom segment of the screen to highlight the closest matching CMA in the Postal Codes file.

Cma	STREETS Street	Di	Blk	From	To	Type	Di	Postalcode	Place	City	Province
HALIFAX	ABBOTT		E	246	388	ST		K6A2C3		HAWKESBURY	ONTARIO
HAMILTON	ABERDEEN		O	273	393	ST		K6A2E1		HAWKESBURY	ONTARIO
HAWKESBURY	ADRIEN		O	429	547	ST		K6A2E2		HAWKESBURY	ONTARIO
JOUETTE	ALBERT		E	440	544	ST		K6A2E3		HAWKESBURY	ONTARIO
KAMLOOPS	ALEXANDER										
KELOWNA	ALLAN										
KENORA	ATLANTIC										
KENTVILLE	BENJAMIN										
KINGSTON	BERTHA										
KIRKLAND LAKE	BERTHIAUME										
KITCHENER	BON PASTEUR										
KITIMAT	CAMERON										

To continue, click anywhere on the coding screen <u>outside</u> the reference file windows.

- If the [Search] button is dimmed, it indicates that the closest matching CMA contains no streets. As a result, the system cannot proceed with the secondary search on street.

Search ???

- If the [Search] button is highlighted, it indicates that the closest matching CMA does contain streets. The system is now ready to proceed with the secondary search on street.
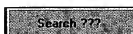
Search STREET

- Initiate the secondary search by clicking on the [Search] button.

Search STREET

The system automatically searches for the closest matching street within the selected CMA in the Postal Codes file. Results of the search are displayed in the <u>second</u> reference file window at the bottom of the screen.

- If the [Search] button is dimmed, it indicates that the secondary search on street is complete.
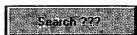

- When the secondary search is complete, click anywhere on the <u>second</u> reference file window displayed in the bottom segment of the screen to highlight the closest matching street within the selected CMA in the Postal Codes file.

CMAS						BLOCKS			
Cma	Street	Od	From	To	Type	Di	Postalcode	Place	City	Province
HALIFAX	KIPLING	O	1	127	ST	E	K6A1A1		HAWKESBURY	ONTARIO
HAMILTON	KITCHENER	E	30	164	ST	E	K6A1A3		HAWKESBURY	ONTARIO
HAWKESBURY	LAFLECHE	E	32	202	ST	W	K6A2H2		HAWKESBURY	ONTARIO
JOLIETTE	LANSDOWNE	O	55	73	ST	W	K6A2H3		HAWKESBURY	ONTARIO
KAMLOOPS	LAURIER	O	129	129	ST	E	K6A1A2		HAWKESBURY	ONTARIO
KELOWNA	LAURIN	O	131	259	ST	E	K6A1A1		HAWKESBURY	ONTARIO
KENORA	Molly	E	176	358	ST	E	K6A1A5		HAWKESBURY	ONTARIO
KENTVILLE	MARY	O	179	179	ST	W	K6A2H4		HAWKESBURY	ONTARIO
KINGSTON	MCGILL	E	220	254	ST	W	K6A2H6		HAWKESBURY	ONTARIO
KIRKLAND LAKE	MILL ENTRANCE	E	273	297	ST	E	K6A1A6		HAWKESBURY	ONTARIO
KITCHENER	MONTCALM	E	280	302	ST	W	K6A2H7		HAWKESBURY	ONTARIO
KITIMAT	NELSON	O	299	311	ST	E	K6A1A8		HAWKESBURY	ONTARIO

- The third reference file window lists all records from the Postal Codes file which satisfy both the primary and secondary search criteria, that is, all postal codes on a street in a specific CMA. Manually scroll up or down the <u>third</u> reference file window to find the most appropriate match to the respondent data.
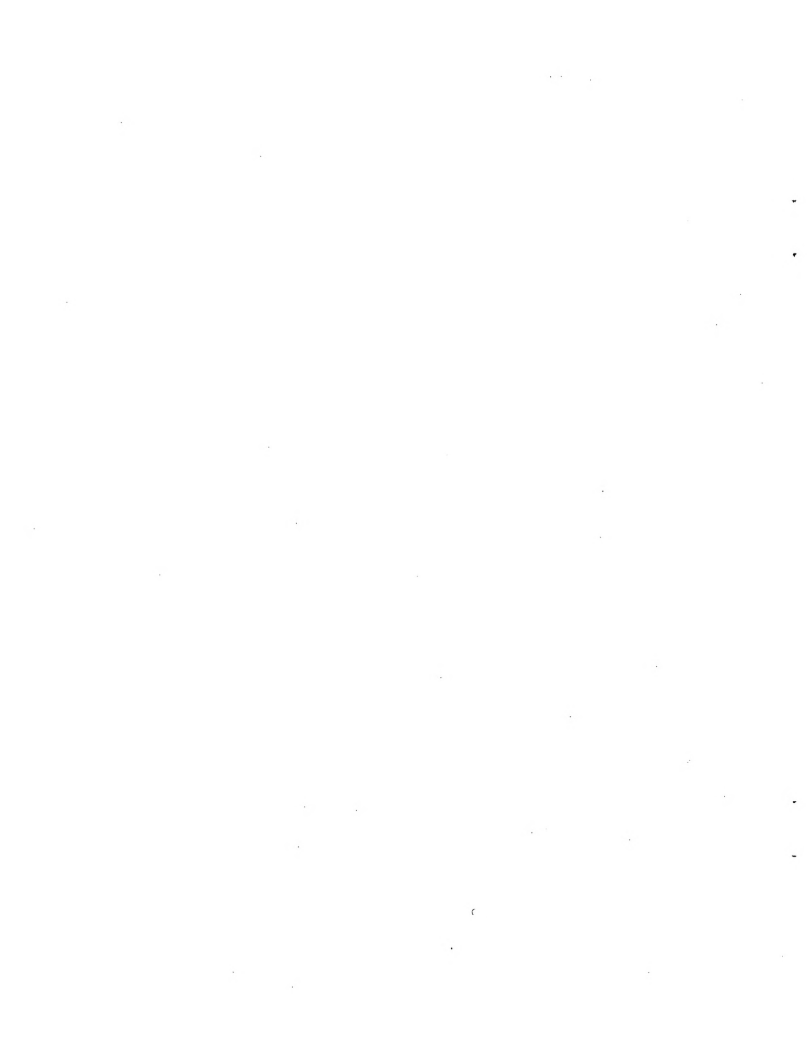
6. Searching the Businesses/Buildings File

When searching the Businesses/Buildings file, four (4) search options are available. Each produces different lists of reference file records displayed in the bottom segment of the screen as three windows.

The following table describes the search options available when the Businesses/Buildings file is selected. The first search option listed in the table is the system default for the Businesses/Buildings file. For each search option, the table identifies the search check box to turn on as the primary search key and the search data entry fields for the primary and secondary search keys, where applicable.

BUSINESSES/BUILDINGS FILE			
Search options	**Search check box to turn on as the primary search key**	**Search data entry fields to enter the primary and secondary search keys**	**Number of windows**
1. **Search all Street Addresses in a city for a specific firm**	◉ Firm:	Firm City	3
2. **Search all firms in a city on a specific street**	◉ Street:	Street City	3
3. **Search all firms on a street in a specific city**	◉ City:	City Street	3
4. **Search all firms on a street in a specific CMA**	◉ CMA:	CMA Street	3

Sections 6.1 to 6.4 explain the above search options illustrating the steps for the primary search and secondary search, if applicable.

6.1 Search All Streets in a City for a Specific Firm

Search on primary key: ◉ Firm

- If the [Search] button is highlighted, click on it to initiate the primary search.

- The system automatically searches for the closest matching firm in the Businesses/Buildings file. Results of the search are displayed in the first reference file window at the bottom of the screen.

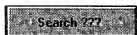When the primary search is complete, click anywhere on the <u>first</u> reference file window displayed in the bottom segment of the screen to highlight the closest matching firm in the Businesses/Buildings file.

Firm	MUNICIPALITIES			STREETS		
	City	Cma	Provi	Number	Type	Street
ASTRAL PHOTO	GATINEAU	OTTAWA - HULL	QUEB	1100	BV	MALONEY
ASTRID PAIDRA	HULL	OTTAWA - HULL	QUEB			
ASTRO CONSRUCTION INC	NEPEAN	OTTAWA - HULL	ONTA			
ASTRO DAIRY PRODUCTS LIMITED	OTTAWA	OTTAWA - HULL	ONTA			

To continue, click anywhere on the coding screen <u>outside</u> the reference file windows.

- If the [Search] button is dimmed, it indicates that the closest matching firm has no cities. As a result, the system cannot proceed with the secondary search on city.

Search ???

- If the [Search] button is highlighted, it indicates that the closest matching firm has cities. The system is now ready to proceed with the secondary search on city.

Search CITY

- Initiate the secondary search by clicking on the [Search] button.

Search CITY
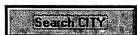
The system automatically searches for the closest matching city of the selected firm in the Businesses/Buildings file. Results of the search are displayed in the <u>second</u> reference file window at the bottom of the screen.

- If the [Search] button is dimmed, it indicates that the secondary search on city is complete.

Search ???

- When the secondary search is complete, click anywhere on the <u>second</u> reference file window displayed in the bottom segment of the screen to highlight the closest matching city for the selected firm in the Businesses/Buildings file.

BUSINESSES/BUILDINGS				STREETS		
Firm	City	Cma	Provi	Number	Type	Street
ASTRAL PHOTO	GATINEAU	OTTAWA - HULL	QUEB	100	DR	BAYSHORE
ASTRID PAIDRA	HULL	OTTAWA - HULL	QUEB			
ASTRO CONSRUCTION INC	NEPEAN	OTTAWA - HULL	ONTA			
ASTRO DAIRY PRODUCTS LIMITED	OTTAWA	OTTAWA - HULL	ONTA			

- The third reference file window lists all records from the Businesses/Buildings file which satisfy both the primary and secondary search criteria, that is, all Street Addresses in a city for a specific firm. Manually scroll up or down the third reference file window to find the most appropriate match to the respondent data.

6.2 Search All Firms in a City on a Specific Street

Search on primary key: ◉ Street

- If the [Search] button is highlighted, click on it to initiate the primary search.

    [Search STREET]

    The system automatically searches for the closest matching street in the Businesses/Buildings file. Results of the search are displayed in the first reference file window at the bottom of the screen.

- When the primary search is complete, click anywhere on the first reference file window displayed in the bottom segment of the screen to highlight the closest matching street in the Businesses/Buildings file.

		MUNICIPALITIES				BUSINESSES/BUILDINGS	
Street	**City**	**Cina**	**Provin**	**Number**	**Type**	**Firm**	
MAIN	AYLMER	OTTAWA - HUL	QUEBE	134		AYLMER BAR-B-Q	
MAIN GATINEAU GATINEAU	BUCKINGHAM	OTTAWA - HUL	QUEBE	134	ST	AYLMER RESTAURANT	
MAIN N	GATINEAU	OTTAWA - HUL	QUEBE	134	ST	AYLMER RESTAURANTS LTD	
MAIN S	GOULBOURN	OTTAWA - HUL	ONTAR	164	ST	AYLMER UNITED CHURCH	
MAIN ST RIDEAU VALLEY	KANATA	OTTAWA - HUL	ONTAR	200	ST	BRASSERIE LUCERNE CANADA 1978 INC	
MAINPO	OTTAWA	OTTAWA - HUL	ONTAR	170	ST	BUCK CONSOL SCHL	
MAINS	RIDEAU	OTTAWA - HUL	ONTAR	170	ST	CHELSEA ELEMENTARY SCHOOL	

To continue, click anywhere on the coding screen outside the reference file windows.

- If the [Search] button is dimmed, it indicates that the closest matching street has no cities. As a result, the system cannot proceed with the secondary search on city.

    [Search ???]

- If the [Search] button is highlighted, it indicates that the closest matching street has cities. The system is now ready to proceed with the secondary search on city.

    [Search CITY]

- Initiate the secondary search by clicking on the [Search] button.

Search CITY

The system automatically searches for the closest matching city on the selected street in the Businesses/Buildings file. Results of the search are displayed in the second reference file window at the bottom of the screen.

- If the [Search] button is dimmed, it indicates that the secondary search on city is complete.

Search ???

- When the secondary search is complete, click anywhere on the second reference file window displayed in the bottom segment of the screen to highlight the closest matching city on the selected street in the Businesses/Buildings file.

STREETS			BUSINESSES/BUILDINGS		
Street	City	Cou Provin	Number Type	Firm	
MAIN	AYLMER	OTTAWA - HUL QUEBE	348	ARAH COIFFURE	
MAIN GATINEAU GATINEAU	BUCKINGHAM	OTTAWA - HUL QUEBE	79	AVENOR INC	
MAIN N	GATINEAU	OTTAWA - HUL QUEBE	653	BEATTY	
MAIN S	GOULBOURN	OTTAWA - HUL ONTAR	400	BERTHIAUME POLO-VELO/SPORTS INC	
MAIN ST RIDEAU VALLEY	KANATA	OTTAWA - HUL ONTAR	355	BIJOUTERIE JACQUES CHARRON INC	
MAINPO	OTTAWA	OTTAWA - HUL ONTAR	793	BOLDAN FONDATION	
MAINS	RIDEAU	OTTAWA - HUL ONTAR	370	BOUTIQUE MYSTELLE LTE	

- The third reference file window lists all records from the Businesses/Buildings file which satisfy both the primary and secondary search criteria, that is, all firms in a city on a specific street. Manually scroll up or down the third reference file window to find the most appropriate match to the respondent data.

6.3 Search All Firms on a Street in a Specific City

Search on primary key: ⦿ City

- If the [Search] button is highlighted, click on it to initiate the primary search.

Search CITY

The system automatically searches for the closest matching city in the Businesses/Buildings file. Results of the search are displayed in the first reference file window at the bottom of the screen.

- When the primary search is complete, click anywhere on the first reference file window displayed in the bottom segment of the screen to highlight the closest matching city in the Businesses/Buildings file.

	City	Cma	Province		Street		Number	Type	Fam	
					STREETS		**BUSINESSES/BUILDINGS**			
	GASKIERS-POINT LA HAYE		NEWFOUNDL		ACHBAR GATINEAU		199		CALEX GERRY D/BY GERALD LAFL	
	GASPE		QUEBEC		ALAIN					
	GATINEAU	OTTAWA - HUL	QUEBEC		ANGERS GATINEAU					
	GAULTOIS		NEWFOUNDL		ANTOINE GATINEAU					
	GAUTHIER		ONTARIO		ARCHAMBAULT					

To continue, click anywhere on the coding screen <u>outside</u> the reference file windows.

- If the [Search] button is dimmed, it indicates that the closest matching city contains no streets. As a result, the system cannot proceed with the secondary search on street.

  Search ???

- If the [Search] button is highlighted, it indicates that the closest matching city does contain streets. The system is now ready to proceed with the secondary search on street.

  Search STREET

- Initiate the secondary search by clicking on the [Search] button.

  Search STREET

The system automatically searches for the closest matching street within the selected city using the Businesses/Buildings file. Results of the search are displayed in the <u>second</u> reference file window at the bottom of the screen.

- If the [Search] button is dimmed, it indicates that the secondary search on street is complete.

  Search ???

- When the secondary search is complete, click anywhere on the second reference file window displayed in the bottom segment of the screen to highlight the closest matching street within the selected city in the Businesses/Buildings file.

MUNICIPALITIES				BUSINESSES/BUILDINGS			
City	Cma	Province		Street	Number	Type	Firm
GASKIERS-POINT LA HAYE		NEWFOUNDL		LOUIS COLIN	348		ARAH COIFFURE
GASPE		QUEBEC		LOUIS HEBERT GATINEA	79		AVENOR INC
GATINEAU	OTTAWA - HUL	QUEBEC		LOUIS RIEL GATINEAU	653		BEATTY
GAULTOIS		NEWFOUNDL		MAGNUS	400		BERTHIAUME POLO-VELO/SPORTS
GAULTHIER		ONTARIO		MAGNUS GATINEAU	355		BIJOUTERIE JACQUES CHARRON IN
GAYHURST-PARTIE-SUD-EST		QUEBEC		MAILLARD GATINEAU	793		BOLGAN FONDATION
GELANGLE 1		BRITISH COL		MAIN	370		BOUTIQUE MYSTELLE LTE
GEORGETOWN		PRINCE EDW		MAIN GATINEAU GATINE	378		BOUTIQUES OEKA DANSE
GEORGIAN BAY		ONTARIO		MAIN N	74		C.E. CANIPCO

- The third reference file window lists all records from the Businesses/Buildings file which satisfy both the primary and secondary search criteria, that is, all firms on a street in a specific city. Manually scroll up or down the third reference file window to find the most appropriate match to the respondent data.

6.4 Search All Firms on a Street in a Specific CMA

Search on primary key: ◉ CMA

- If the [Search] button is highlighted, click on it to initiate the primary search.

> Search CMA

The system automatically searches for the closest matching CMA in the Businesses/Buildings file. Results of the search are displayed in the first reference file window at the bottom of the screen.

- When the primary search is complete, click anywhere on the first reference file window displayed in the bottom segment of the screen to highlight the closest matching CMA in the Businesses/Buildings file.

	Cma		Street		BUSINESSES/BUILDINGS			
					Firm	Number	Type	City	Prov
	ORILLIA		1		MAISON DE PRIIRE BETHEL		RU	MASSON	QUE
	OSHAWA		1A		AVIATION H P		RU	GATINEAU	QUE
	OTTAWA - HULL		10		CHEVALIERS DE COLOMB DE		CH	GATINEAU	QUE
	OWEN SOUND		100		FABRIQUE ST FRANCOIS DE SALES		RU	GATINEAU	QUE

To continue, click anywhere on the coding screen outside the reference file windows.

- If the [Search] button is dimmed, it indicates that the closest matching CMA contains no streets. As a result, the system cannot proceed with the secondary search on street.

> Search ???

- If the [Search] button is highlighted, it indicates that the closest matching CMA does contain streets. The system is now ready to proceed with the secondary search on street.

```
Search STREET
```

- Initiate the secondary search by clicking on the [Search] button.

```
Search STREET
```

The system automatically searches for the closest matching street within the selected CMA using the Businesses/Buildings file. Results of the search are displayed in the <u>second</u> reference file window at the bottom of the screen.

- If the [Search] button is dimmed, it indicates that the secondary search on street is complete.

```
Search ???
```

- When the secondary search is complete, click anywhere on the <u>second</u> reference file window displayed in the bottom segment of the screen to highlight the closest matching street within the selected CMA in the Businesses/Buildings file.

CMAS		5...		BUSINESSES/BUILDINGS				
Cma		Street		Firm	Number	Type	City	Prov
ORILLIA		MAFEKING		ASSAD COMPANY LTD	511	ST	BUCKINGHAM	QUE
OSHAWA		MAGLADRY		BUCKINGHAM PASTORAL CHARGE UNITE	570	ST	BUCKINGHAM	QUE
OTTAWA - HULL		MAGNUS		BUCKINGHAM PIZZA INC	421	ST	BUCKINGHAM	QUE
OWEN SOUND		MAGNUS GATINEAU		ECONOBEC	588	ST	BUCKINGHAM	QUE
PEMBROKE		MAGWOOD		LES ENTREPRISES MAURICE H LEBOEUF	588	ST	BUCKINGHAM	QUE
PENTICTON		MAILLARD GATINEAU		PRICE SERVICE STATION	417	ST	BUCKINGHAM	QUE
PETERBOROUGH		Main		ARAH COIFFURE	348		GATINEAU	QUE
PORT ALBERNI		MAIN GATINEAU GATINE		AVENOR INC	79		GATINEAU	QUE

- The third reference file window lists all records from the Businesses/Buildings file which satisfy both the primary and secondary search criteria, that is, all firms on a street in a specific CMA. Manually scroll up or down the <u>third</u> reference file window to find the most appropriate match to the respondent data.

7. Searching the Street Addresses File

When searching the Street Addresses file, three (3) search options are available. Each produces different lists of reference file records displayed in the bottom segment of the screen as two or three windows.

The following table describes the search options available when the Street Addresses file is selected. The first search option listed in the table is the system default for the Street Addresses file. For each search option, the table identifies the search check box to turn on as the primary search key and the search data entry fields for the primary and secondary search keys, where applicable.

STREET ADDRESSES FILE			
Search options	Search check box to turn on as the primary search key	Search data entry fields to enter the primary and secondary search keys	Number of windows
1. Search all addresses on a street in a specific city	⦿ City:	City Street	3
2. Search all addresses on a street in a specific CMA	⦿ CMA:	CMA Street	3
3. Search all addresses in a city on a specific street	⦿ Street:	Street City	2

Sections 7.1 to 7.3 explain the above search options illustrating the steps for the primary search and secondary search, if applicable.

7.1 Search All Addresses on a Street in a Specific City

Search on primary key: ⦿ City

- If the [Search] button is highlighted, click on it to initiate the primary search.

> **Search CITY**

The system automatically searches for the closest matching city in the Street Addresses file. Results of the search are displayed in the first reference file window at the bottom of the screen.

- When the primary search is complete, click anywhere on the first reference file window displayed in the bottom segment of the screen to highlight the closest matching city in the Street Addresses file.

City	Cma	Province		STREETS Street			Type	Direct	From	To	Di	Postal	
OSPREY		ONTARIO		AARON			AV		815	875	O		
OTONABEE	PETERBOROUGH	ONTARIO		ABBE DALCOURT			AV		850	870	E		
OTTAWA	OTTAWA - HULL	ONTARIO		ABBEY			AV		895	915	O		
OTTERBURN PARK	MONTREAL	QUEBEC		ABBOT			AV		892	920	E		

To continue, click anywhere on the coding screen <u>outside</u> the reference file windows.

- If the [Search] button is dimmed, it indicates that the closest matching city contains no streets. As a result, the system cannot proceed with the secondary search on street.

Search ???

- If the [Search] button is highlighted, it indicates that the closest matching city does contain streets. The system is now ready to proceed with the secondary search on street.
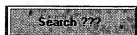
Search STREET

- Initiate the secondary search by clicking on the [Search] button.

Search STREET

The system automatically searches for the closest matching street within the selected city using the Street Addresses file. Results of the search are displayed in the <u>second</u> reference file window at the bottom of the screen.

- If the [Search] button is dimmed, it indicates that the secondary search on street is complete.

Search ???

- When the secondary search is complete, click anywhere on the <u>second</u> reference file window displayed in the bottom segment of the screen to highlight the closest matching street within the selected city in the Street Addresses file.

MUNICIPALITIES				Street	Type	Direct	From	To	D	Portal #
City	Csa	Province								
OSPREY		ONTARIO	MELVILLE		RD		0	0	O	
OTONABEE	PETERBOROUGH	ONTARIO	MELWOOD		RD		0	0	E	
OTTAWA	OTTAWA-HULL	ONTARIO	MEMORIAL		RD		0	0	O	
OTTERBURN PARK	MONTREAL	QUEBEC	MENZIES		RD		0	0	E	
OUTLOOK		SASKATCH	MEOTA		RD		803	807	O	
OUTREMONT	MONTREAL	QUEBEC	MERCER		RD		811	875	O	
OWEN SOUND	OWEN SOUND	ONTARIO	MERIVALE		RD		816	848	E	
OXBOW		SASKATCH	MERREDIN		RD		856	876	E	
OXFORD		NOVA SCO	MERRIMAN		RD		878	900	E	

BLOCKS

- The third reference file window lists all records from the Street Addresses file which satisfy both the primary and secondary search criteria, that is, all addresses on a street in a specific city. Manually scroll up or down the <u>third</u> reference file window to find the most appropriate match to the respondent data.

7.2 Search All Addresses on a Street in a Specific CMA

Search on primary key: ◉ CMA

- If the [Search] button is highlighted, click on it to initiate the primary search.

Search CMA

The system automatically searches for the closest matching CMA in the Street Addresses file.
Results of the search are displayed in the first reference file window at the bottom of the screen.

- When the primary search is complete, click anywhere on the <u>first</u> reference file window displayed in the bottom segment of the screen to highlight the closest matching CMA in the Street Addresses file.

Cma	STREETS	Street	Type	Direct	From	To	Dir	City	Province
ORILLIA		1	RU		0	0	O	GATINEAU	QUEBEC
OSHAWA		1 A	RU		0	0	E	GATINEAU	QUEBEC
OTTAWA - HULL		1 CONCESSION	AV	E	0	0	E	GATINEAU	QUEBEC
OWEN SOUND		1 LINE	AV		0	0	E	HULL	QUEBEC

To continue, click anywhere on the coding screen <u>outside</u> the reference file windows.
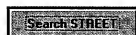
- If the [Search] button is dimmed, it indicates that the closest matching CMA contains no streets. As a result, the system cannot proceed with the secondary search on street.

Search ???

- If the [Search] button is highlighted, it indicates that the closest matching CMA does contain streets. The system is now ready to proceed with the secondary search on street.

Search STREET

- Initiate the secondary search by clicking on the [Search] button.

Search STREET

The system automatically searches for the closest matching street within the selected CMA using the Street Addresses file. Results of the search are displayed in the <u>second</u> reference file window at the bottom of the screen.

- If the [Search] button is dimmed, it indicates that the secondary search on street is complete.

Search ???

- When the secondary search is complete, click anywhere on the second reference file window displayed in the bottom segment of the screen to highlight the closest matching street within the selected CMA in the Street Addresses file.

CMAS			BLOCKS						
Cma	Street		Type	Direc	From	To	Di	City	Province
ORILLIA	MERIC		RD	0	0	O	NEPEAN	ONTARIO
OSHAWA	MERIC, DE		RD	0	0	E	NEPEAN	ONTARIO
OTTAWA - HULL	MERICOURT		RD	0	0	E	NEPEAN	ONTARIO
OWEN SOUND	MERIDIAN		RD	0	0	O	NEPEAN	ONTARIO
PEMBROKE	MERION		RD	0	0	O	NEPEAN	ONTARIO
PENTICTON	MERISIERS, DES		RD	0	0	E	NEPEAN	ONTARIO
PETERBOROUGH	MERIVALE		RD	0	0	E	NEPEAN	ONTARIO
PORT ALBERNI	MERKEL		RD	0	0	E	NEPEAN	ONTARIO

- The third reference file window lists all records from the Street Addresses file which satisfy both the primary and secondary search criteria, that is, all addresses on a street in a specific CMA. Manually scroll up or down the third reference file window to find the most appropriate match to the respondent data.

7.3 Search All Cities on a Specific Street

Search on primary key: ◉ Street

- If the [Search] button is highlighted, click on it to initiate the primary search.
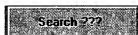
Search STREET

The system automatically searches for the closest matching street in the Street Addresses file. Results of the search are displayed in the first reference file window at the bottom of the screen.

- When the primary search is complete, click anywhere on the first reference file window displayed in the bottom segment of the screen to highlight the closest matching street in the Street Addresses file.

Street		MUNICIPALITIES		
		City	Cma	Province
MERIVALE		CHELSEA	OTTAWA - HULL	QUEBEC
MERIVALE DEPOT		GATINEAU	OTTAWA - HULL	QUEBEC
MERIVALE NEPEAN		GLOUCESTER	OTTAWA - HULL	ONTARIO
MERIVALE OTTAWA		KANATA	OTTAWA - HULL	ONTARIO
MERIVALE RDE		NEPEAN	OTTAWA - HULL	ONTARIO
MERIVALERD		OTTAWA	OTTAWA - HULL	ONTARIO

To continue, click anywhere on the coding screen outside the reference file windows.

- If the [Search] button is dimmed, it indicates that the closest matching street has no cities. As a result, the system cannot proceed with the secondary search on city.

Search ???

- If the [Search] button is highlighted, it indicates that the closest matching street does have cities. The system is now ready to proceed with the secondary search on city.

Search CITY

- Initiate the secondary search by clicking on the [Search] button.

Search CITY

The system automatically searches for the closest matching city with a specific street in the Street Addresses file. Results of the search are displayed in the <u>second</u> reference file window at the bottom of the screen.

- If the [Search] button is dimmed, it indicates that the secondary search on city is complete.
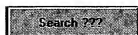
Search ???

- When the secondary search is complete, click anywhere on the <u>second</u> reference file window displayed in the bottom segment of the screen to highlight the closest matching city with the selected street in the Street Addresses file.

STREETS			
Street	**City**	**Cma**	**Province**
MERIVALE	CHELSEA	OTTAWA - HULL	QUEBEC
MERIVALE DEPOT	GATINEAU	OTTAWA - HULL	QUEBEC
MERIVALE NEPEAN	GLOUCESTER	OTTAWA - HULL	ONTARIO
MERIVALE OTTAWA	KANATA	OTTAWA - HULL	ONTARIO
MERIVALE RDE	NEPEAN	OTTAWA - HULL	ONTARIO
MERIVALERD	OTTAWA	OTTAWA - HULL	ONTARIO

- When searching the Street Addresses reference file, and conducting a search on primary key:
  ◉ Street, the [Order] button is functional, see Section 10, Order.
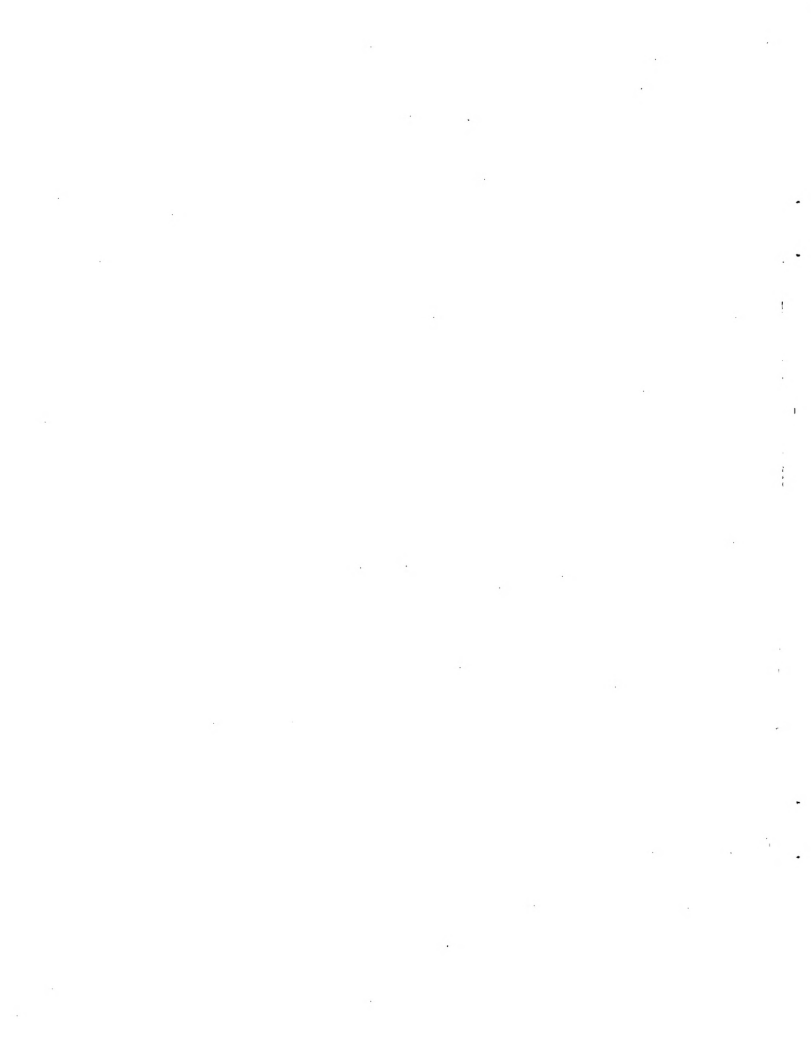
8. Searching the Intersections File

When searching the Intersections file, three (3) search options are available. Each produces different lists of reference file records displayed in the bottom segment of the screen as two or three windows.

The following table describes the search options available when the Intersections file is selected. The first search option listed in the table is the system default for the Intersections file. For each search option, the table identifies the search check box to turn on as the primary search key and the search data entry fields for the primary and secondary search keys, where applicable.

INTERSECTIONS FILE			
Search options	**Search check box to turn on as the primary search key**	**Search data entry fields to enter the primary and secondary search keys**	**Number of windows**
1. Search all intersections with a street in a specific city	◉ City:	City Street 1	3
2. Search all intersections with a street in a specific CMA	◉ CMA:	CMA Street 1	3
3. Search all intersections with a specific street	◉ Street 1:	Street 1 Street 2	2

Sections 8.1 to 8.3 explain the above search options illustrating the steps for the primary search and secondary search, if applicable.

8.1 Search All Intersections With a Street in a Specific City

Search on primary key: ◉ City

- If the [Search] button is highlighted, click on it to initiate the primary search.

  Search CITY

  The system automatically searches for the closest matching city in the Intersections file. Results of the search are displayed in the first reference file window at the bottom of the screen.

- When the primary search is complete, click anywhere on the first reference file window displayed in the bottom segment of the screen to highlight the closest matching city in the Intersections file.

City	CMA	Province		Street	Type	Dir		Street	Type	Dir
OSPREY		ONTARIO		AARON	AV			GHYSLAINE		RU
OTONABEE	PETERBOROU	ONTARIO		ABBE DALCOURT	PL			JACINTHE PROJ.		
OTTAWA	OTTAWA - HULL	ONTARIO		ABBEY	RD					
OTTERBURN PARK	MONTREAL	QUEBEC		ABBOT	AV					

To continue, click anywhere on the coding screen <u>outside</u> the reference file windows.

- If the [Search] button is dimmed, it indicates that the closest matching city contains no streets. As a result, the system cannot proceed with the secondary search on street.

> Search ???

- If the [Search] button is highlighted, it indicates that the closest matching city does contain streets. The system is now ready to proceed with the secondary search on street.

> Search STREET

- Initiate the secondary search by clicking on the [Search] button.

> Search STREET

The system automatically searches for the closest matching street within the selected city using the Intersections file. Results of the search are displayed in the <u>second</u> reference file window at the bottom of the screen.

- If the [Search] button is dimmed, it indicates that the secondary search on street is complete.

> Search ???

- When the secondary search is complete, click anywhere on the <u>second</u> reference file window displayed in the bottom segment of the screen to highlight the closest matching street within the selected city in the Intersections file.

MUNICIPALITIES				Street	Type	Dir		STREET 2			
City	Cie	Province		Street	Type	Dir		Street	Type	Dir	
OSPREY		ONTARIO		BALSAM	ST			ALBERT	ST		
OTONABEE	PETERBOROU	ONTARIO		BANBURY	CR			ALTONA	RD		
OTTAWA	OTTAWA - HUL	ONTARIO		BANCROFT	DR			ANN	ST		
OTTERBURN PARK	MONTRÉAL	QUEBEC		BANFF	AV			ARMSTRONG	ST		
OUTLOOK		SASKATCHEV		BANFIELD	ST			ASHBURN	RD		
OUTREMONT	MONTRÉAL	QUEBEC		BANGOR	ST			ASPEN	RD		
OWEN SOUND	OWEN SOUND	ONTARIO		BANK	ST			AUGUSTA	AV		
OXBOW		SASKATCHEV		BANKVIEW	PL			BASSETT	BV		

The third reference file window lists all records from the Intersections file which satisfy both the primary and secondary search criteria, that is, all streets that cross a given street in a specific city. Manually scroll up or down the <u>third</u> reference file window to find the most appropriate match to the respondent data.

8.2 Search All Intersections With a Street in a Specific CMA

Search on primary key: ◉ CMA

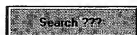- If the [Search] button is highlighted, click on it to initiate the primary search.
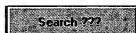
Search CMA

The system automatically searches for the closest matching CMA in the Intersections file. Results of the search are displayed in the first reference file window at the bottom of the screen.

- When the primary search is complete, click anywhere on the <u>first</u> reference file window displayed in the bottom segment of the screen to highlight the closest matching CMA in the Intersections file.

STREET 1					STREET 2				
Cma		Street	Type	Dir	Street	Type	Dir	City	Province
ORILLIA		1	AV	E	AIRDRIE	RD		GATINEAU	QUEBEC
OSHAWA		1 A	ST	SE	ALBERT M	ST		OSGOODE	ONTARIO
OTTAWA - HULL		1 CONCESSION	RO		ALGONQUIN	RD	N	CLARENCE	ONTARIO
OWEN SOUND		1 LINE	RO		ARLINGTON	BV		CLARENCE	ONTARIO
PEMBROKE		1 LOUTH	ST		BALMORAL	PL		OTTAWA	ONTARIO

To continue, click anywhere on the coding screen <u>outside</u> the reference file windows.

- If the [Search] button is dimmed, it indicates that the closest matching CMA contains no streets. As a result, the system cannot proceed with the secondary search on street.

Search ???

- If the [Search] button is highlighted, it indicates that the closest matching CMA does contain streets. The system is now ready to proceed with the secondary search on street.

Search STREET

- Initiate the secondary search by clicking on the [Search] button.

Search STREET

The system automatically searches for the closest matching street within the selected CMA using the Intersections file. Results of the search are displayed in the <u>second</u> reference file window at the bottom of the screen.

- If the [Search] button is dimmed, it indicates that the secondary search on street is complete.

- When the secondary search is complete, click anywhere on the <u>second</u> reference file window displayed in the bottom segment of the screen to highlight the closest matching street within the selected CMA in the Intersections file.

CMAS		STREET 2			
Cma	Street	Type	Dir	Street	Type	Dir	City	Provinc
ORILLIA	BANBURY	CR		ALBERT	ST		OTTAWA	ONTARIO
OSHAWA	BANCROFT	DR		ALTONA	RO		OTTAWA	ONTARIO
OTTAWA - HULL	BANEBERRY	CR		ANN	ST		OTTAWA	ONTARIO
OWEN SOUND	BANFF	AV		ARMSTRONG	ST		OTTAWA	ONTARIO
PEMBROKE	BANFIELD	DR		ASHBURN	RO		OTTAWA	ONTARIO
PENTICTON	BANGOR	ST		ASPEN	RD		OTTAWA	ONTARIO
PETERBOROUGH	BANK	ST		AUGUSTA	AV		OTTAWA	ONTARIO
PORT ALBERNI	BANKFIELD	RO		BASSETT	BV		OTTAWA	ONTARIO

The third reference file window lists all records from the Intersections file which satisfy both the primary and secondary search criteria, that is, all streets that cross a given street in a specific CMA. Manually scroll up or down the <u>third</u> reference file window to find the most appropriate match to the respondent data.

8.3 Search All Intersections With a Specific Street

Search on primary key: ⦿ Street 1

- If the [Search] button is highlighted, click on it to initiate the primary search.

The system automatically searches for the closest matching street in the Intersections file. Results of the search are displayed in the first reference file window at the bottom of the screen.

- When the primary search is complete, click anywhere on the <u>first</u> reference file window displayed in the bottom segment of the screen to highlight the closest matching street in the Intersections file.

			STREET 2	MUNICIPALITIES		
Street	Type	Dir	Street	Type	Dir	City	Cma	Province
BANK	ST		6 LINE	RD		KANATA	OTTAWA - HULL	ONTARIO
BANK GLOUCESTER			7 CONCESSION CL	RD		OTTAWA	OTTAWA - HULL	ONTARIO
BANK OTTAWA			9	LI		OTTAWA	OTTAWA - HULL	ONTARIO
BANK ST			ALBERT	ST		OTTAWA	OTTAWA - HULL	ONTARIO
BANK ST AT LAURIER			ALTONA	RD		OTTAWA	OTTAWA - HULL	ONTARIO

To continue, click anywhere on the coding screen <u>outside</u> the reference file windows.

- If the [Search] button is dimmed, it indicates that the closest matching street does not cross any other street. As a result, the system cannot proceed with the secondary search on a second street.

- If the [Search] button is highlighted, it indicates that the closest matching street does crosses other streets. The system is now ready to proceed with the secondary search on a second street.

Search STREET2

- Initiate the secondary search by clicking on the [Search] button.

Search STREET2

The system automatically searches for the closest matching street which intersects with a specific street using the Intersections file. Results of the search are displayed in the <u>second</u> reference file window at the bottom of the screen.

- If the [Search] button is dimmed, it indicates that the secondary search on a second street is complete.

Search ???

- When the secondary search is complete, click anywhere on the <u>second</u> reference file window displayed in the bottom segment of the screen to highlight the closest matching street (street 2) which intersects with a specific street (street 1) in the Intersections file

STREET 1							
Street	Type	Dir	Street	Type	Dir	City	City	Province	
BANK	ST		HIGHWAY 2	HY		OTTAWA	OTTAWA - HULL	ONTARIO
BANK GLOUCESTER			HURON	CR		OTTAWA	OTTAWA - HULL	ONTARIO
BANK OTTAWA			JAMESON	DR		OTTAWA	OTTAWA - HULL	ONTARIO
BANK ST			KAWARTHA	DR		OTTAWA	OTTAWA - HULL	ONTARIO
BANK ST AT LAURIER			KEEWATIN	BV		OTTAWA	OTTAWA - HULL	ONTARIO
BANK ST BAY			LABRADOR	DR		OTTAWA	OTTAWA - HULL	ONTARIO
BANK ST RIVERSIDE			LAKESHORE	RD		OTTAWA	OTTAWA - HULL	ONTARIO
BANK ST SOUTHGATE M			LAKEVIEW	AV		OTTAWA	OTTAWA - HULL	ONTARIO
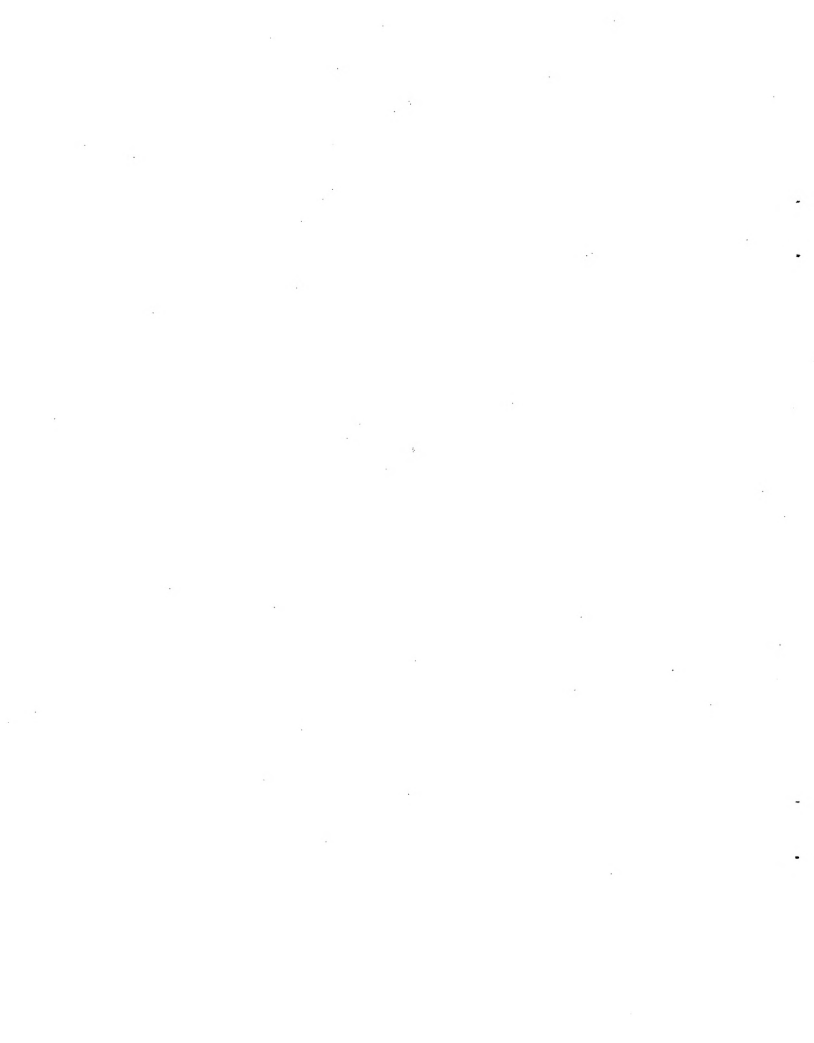
9. Searching the Cities/Towns File

When searching the Cities/Towns file, three (3) search options are available. Each produces different lists of reference file records displayed in the bottom segment of the screen as one or two windows.

The following table describes the search options available when the Cities/Towns file is selected. The first search option listed in the table is the system default for the Cities/Towns file. For each search option, the table identifies the search check box to turn on as the primary search key and the search data entry fields for the primary and secondary search keys, where applicable.

CITIES/TOWNS FILE			
Search options	Search check box to turn on as the primary search key	Search data entry fields to enter the primary and secondary search keys	Number of windows
1. **Search for the closest matching place name**	◉ Place:	Place name	1
2. **Search all place names in a specific city**	◉ City:	City Place name	2
3. **Search all place names in a specific CMA**	◉ CMA:	CMA Place name	2

Sections 9.1 to 9.3 explain the above search options illustrating the steps for the primary search and secondary search, if applicable.

9.1 Search for the Closest Matching Place Name

Search on primary key: ◉ Place

- If the [Search] button is highlighted, click on it to initiate the primary search.

> **Search PLACE**

  The system automatically searches for the closest matching place name in the Cities/Towns file. Results of the search are displayed in the bottom segment of the screen.

- If the [Search] button is dimmed, it indicates that the primary search on place name is complete.

> **Search ???**

- When the primary search is complete, click anywhere on the reference file window displayed in the bottom segment of the screen to highlight the closest matching place name in the Cities/Towns file.

Place	City/town	Type	Best	Cma	Province
MANOR	MANOR	C	1		SASKATCHEWAN
MANOR ESTATES	STURGEON NO. 90	C	1	EDMONTON	ALBERTA
MANOR PARK	OTTAWA	C	1	OTTAWA - HULL	ONTARIO
MANOR ROAD	SAINT GEORGE	C	1		NEW BRUNSWICK
MANOR VILLAGE	NEPEAN	C	1	OTTAWA - HULL	ONTARIO
MANORDALE HEIGHTS	NEPEAN	C	1	OTTAWA - HULL	ONTARIO
MANOTICH	RIDEAU	C	1	OTTAWA - HULL	ONTARIO
MANOTICK	RIDEAU	C	1	OTTAWA - HULL	ONTARIO
MANOTICK STATION	OSGOODE	C	1	OTTAWA - HULL	ONTARIO
MANOUANE	LAC-GRANET	C	1		QUEBEC
MANOWAN	COMMUNAUTÉ ATIKAMEKW DE MANAWAN	C	1		QUEBEC
MANISEAU	MANISEAU	C	1		QUEBEC

9.2 Search All Place Names in a Specific City

Search on primary key: ◉ City

- If the [Search] button is highlighted, click on it to initiate the primary search.

> **Search CITY**

The system automatically searches for the closest matching city in the Cities/Towns file. Results of the search are displayed in the first reference file window at the bottom of the screen.

- When the primary search is complete, click anywhere on the <u>first</u> reference file window displayed in the bottom segment of the screen to highlight the closest matching city in the Cities/Towns file.

				PLACE	
City/town	Type	Cma	Province	Place	Best
OSPREY	TP		ONTARIO	ALTA VISTA	1
OTONABEE	TP	PETERBOROUGH	ONTARIO	APPLEWOOD ACRES	1
OTTAWA	C	OTTAWA - HULL	ONTARIO	BEL AIR HEIGHTS	1
OTTERBURN PARK	V	MONTRÉAL	QUEBEC	BEL AIR PARK	1

To continue, click anywhere on the coding screen <u>outside</u> the reference file windows.

- If the [Search] button is dimmed, it indicates that the closest matching city does not have any place names. As a result, the system cannot proceed with the secondary search on place name.

> **Search ???**

If the [Search] button is highlighted, it indicates that the closest matching city does have place names. The system is now ready to proceed with the secondary search on place name.

> **Search PLACE**

- Initiate the secondary search by clicking on the [Search] button.

Search PLACE

The system automatically searches for the closest matching place name within a specific city in the Cities/Towns file. Results of the search are displayed in the <u>second</u> reference file window at the bottom of the screen.

- If the [Search] button is dimmed, it indicates that the secondary search on place name is complete.

Search ???

- When the secondary search is complete, click anywhere on the <u>second</u> reference file window displayed in the bottom segment of the screen to highlight the closest matching place name within a specific city in the Cities/Towns file.

MUNICIPALITIES					Place	Bell
City/town	Type	City	Province			
OSPREY	TP		ONTARIO		HOGS BACK	1
OTONABEE	TP	PETERBOROUGH	ONTARIO		KENSON PARK	1
OTTAWA	C	OTTAWA - HULL	ONTARIO		LAURENTIAN VIEW	1
OTTERBURN PARK	V	MONTRÉAL	QUEBEC		LEMIEUX ISLAND	1
OUTLOOK	T		SASKATCHEWAN		LINCOLN HEIGHTS	1
OUTREMONT	V	MONTRÉAL	QUEBEC		LINDENLEA	1
OWEN SOUND	C	OWEN SOUND	ONTARIO		MANOR PARK	1
OXBOW	T		SASKATCHEWAN		MCKELLAR	1

9.3 Search All Place Names in a Specific CMA

Search on primary key: ⦿ CMA

- If the [Search] button is highlighted, click on it to initiate the primary search.
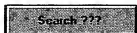
Search CMA

The system automatically searches for the closest matching CMA in the Cities/Towns file. Results of the search are displayed in the first reference file window at the bottom of the screen.

- When the primary search is complete, click anywhere on the <u>first</u> reference file window displayed in the bottom segment of the screen to highlight the closest matching CMA in the Cities/Towns file.

CMA		PLACE			
	Place	City/town	Type	Best	
ORILLIA	ALBION TRAILER COURT	OSGOODE	TP	1	
OSHAWA	ALCOVE	LA PÊCHE	SD	1	
OTTAWA - HULL	ALDFIELD	LA PÊCHE	SD	1	
OWEN SOUND	ALTA VISTA	OTTAWA	C	1	
PEMBROKE	ANGER	MASSON	V	1	

To continue, click anywhere on the coding screen <u>outside</u> the reference file windows.

- If the [Search] button is dimmed, it indicates that the closest matching CMA does not have any place names. As a result, the system cannot proceed with the secondary search on place name.

  Search ???

- If the [Search] button is highlighted, it indicates that the closest matching CMA does have place names. The system is now ready to proceed with the secondary search on place name.

  Search PLACE

- Initiate the secondary search by clicking on the [Search] button.

  Search PLACE

The system automatically searches for the closest matching place name within a specific CMA in the Cities/Towns file. Results of the search are displayed in the <u>second</u> reference file window at the bottom of the screen.

- If the [Search] button is dimmed, it indicates that the secondary search on place name is complete.

  Search ???

- When the secondary search is complete, click anywhere on the <u>second</u> reference file window displayed in the bottom segment of the screen to highlight the closest matching place name within a specific CMA in the Cities/Towns file.

CMAS				
Cma				
ORILLIA				
OSHAWA				
OTTAWA - HULL				
OWEN SOUND				
PEMBROKE				
PENTICTON				
PETERBOROUGH				
PORT ALBERNI				

Place	Cty/town	Type	Best	
MACLAREN WHARF	WEST CARLETON	TP	1	
MACLAREN'S LANDING	WEST CARLETON	TP	1	
MALAKOFF	RIDEAU	TP	1	
MALWOOD	KANATA	C	1	
MANION CORNERS	WEST CARLETON	TP	1	
MANION HEIGHTS	WEST CARLETON	TP	1	
MANOR PARK	OTTAWA	C	1	
MANOR VILLAGE	NEPEAN	C	1	

10. Order

 The [Order] button is a function available to change the sort order of records displayed from the Street Addresses file under specific conditions.

The [Order] button is functional <u>only</u> when both of these conditions are met:

1. Street Addresses file was selected as the reference file for the search; and
   Street is set as the primary search key on the Street Addresses file ◉ Street.

When you click on the [Order] button, the Order by dialog appears.
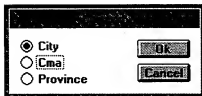
1. Select the sort order to display records.
2. Choose <OK> to initiate the sort. Click anywhere on the second window at the bottom of the screen to display data in the requested order.
3. Choose <Cancel> to exit the Order by dialog without changing the display order of records.

The following are examples of the same records from the Street Addresses file displayed in different sort order.

ordered by: ◉ City

STREETS			
Street	City	Cma	Province
MAIN	AYLMER	OTTAWA - HULL	QUEBEC
MAIN GATINEAU GATINEAU	BUCKINGHAM	OTTAWA - HULL	QUEBEC
MAIN N	CHELSEA	OTTAWA - HULL	QUEBEC
MAIN S	CLARENCE	OTTAWA - HULL	ONTARIO
MAIN ST RIDEAU VALLEY	GANANOQUE		ONTARIO
MAINPO	GATINEAU	OTTAWA - HULL	QUEBEC

ordered by: ◉ CMA

STREETS			
Street	City	Cma	Province
MAIN	RUSSELL		ONTARIO
MAIN GATINEAU GATINEAU	GANANOQUE		ONTARIO
MAIN N	SMITHS FALLS		ONTARIO
MAIN S	HAWKESBURY	HAWKESBURY	ONTARIO
MAIN ST RIDEAU VALLEY	BUCKINGHAM	OTTAWA - HULL	QUEBEC
MAINPO	GATINEAU	OTTAWA - HULL	QUEBEC

ordered by: ◉ Province

STREETS			
Street	**City**	**Cma**	**Province**
MAIN	HAWKESBURY	HAWKESBURY	ONTARIO
MAIN GATINEAU GATINEAU	CLARENCE	OTTAWA - HULL	ONTARIO
MAIN N	ROCKLAND	OTTAWA - HULL	ONTARIO
MAIN S	RUSSELL		ONTARIO
MAIN ST RIDEAU VALLEY	OSGOODE	OTTAWA - HULL	ONTARIO
MAINPO	GLOUCESTER	OTTAWA - HULL	ONTARIO

11. Original

The [Original] button resets the content of the search criteria back to the system default values used as the starting point.

The system resets the original values of search criteria derived as system default based on the respondent data. By default, the system selects one of the reference files and automatically searches for the reference file record which comes closest to matching the content of the search criteria.

You may find it desirable to reset the original content of the search for criteria to start fresh whenever a suitable match cannot be found after extensive modifications to the search criteria.

12. Code

CODE	The [Code] button assigns the record selected from the reference file to the respondent data.

When you click on the [Code] button, a confirmation dialog appears which identifies and displays the reference file record which has been selected.

You must supply an answer to the confirmation dialog.

1. Choose [OK] to confirm that the selected reference file record is a suitable match to the respondent data.

2. Choose [Cancel] to cancel and exit the confirmation dialog without coding the response.

Depending where the closest matching record was selected from, one of these five (5) confirmation dialogs is displayed.

POSTAL CODES REFERENCE FILE

Street:	530 to 538 ARGENTEUIL AV		
Place:			
City:	LACHUTE	CMA:	LACHUTE
Province:	QUEBEC	Postal Code:	J8H3Y3

[OK]   [Cancel]

BUSINESSES/BUILDINGS REFERENCE FILE

Business/Building:	DALACOUSTIC CONTRACTORS LTD		
Street:	34 BENTLEY AV		
City:	NEPEAN	CMA:	OTTAWA - HULL
Province:	ONTARIO	Postal Code:	K2E6T8

[OK]   [Cancel]

STREET ADDRESSES REFERENCE FILE

Street:	7 to 61 BOYER RU
City:	HULL
Province:	QUEBEC

CMA: OTTAWA - HULL

[OK] [Cancel]

INTERSECTIONS REFERENCE FILE

Intersection:	ADRIEN ROBERT RU and MEAD CT
City:	HULL
Province:	QUEBEC

CMA: OTTAWA - HULL

[OK] [Cancel]

CITIES/TOWNS REFERENCE FILE

PlaceName:	MANOR PARK
City:	OTTAWA
Province:	ONTARIO

CMA: OTTAWA - HULL

[OK] [Cancel]

13. Refer to Tier 2 Coders

The [Refer] button sends a response being coded by a Tier 1 coder to a team of Tier 2 coders for resolution.

You may decide to refer coding to a team of Tier 2 coders.

When you click on the [Refer] button, a Refer confirmation dialog appears. You must supply an answer to the Refer confirmation dialog.

The comments field is optional. It is a data entry field where you may type a message to send to the team of Tier 2 coders along with the respondent data.

1. Type any comments you wish to send to the team of Tier 2 coders.

2. Choose [OK] to confirm that you wish to refer the respondent data to a team of Tier 2 coders.

3. Choose [Cancel] to cancel and exit the Refer confirmation dialog without sending anything to the team of Tier 2 coders.

Send response to Tier 2 coders?

Comments:

OK   Cancel

To enter a message:
Position the cursor where you wish to enter text and click on the mouse. A blinking insertion point shows where the text will be inserted.

14. Detail File

Detail File The [Detail File] button displays the reference file record which is currently selected.

While attempting to code a response, you may decide to display the Detail File window. This window is useful whenever you have lost track of the exact reference file record selected.

When you click on the [Detail File] button, a screen appears which identifies and displays the reference file record which has been selected. This screen contains the same information that would be displayed in the Code confirmation dialog window if you had pressed the [Code] button.

POSTAL CODES REFERENCE FILE

Street:	54 to 80 7E AV		
Place:			
City:	LA SARRE	CMA:	
Province:	QUEBEC	Postal Code:	J9Z1M6

Close

To close and exit the detail screen window in order to return to the coding session.
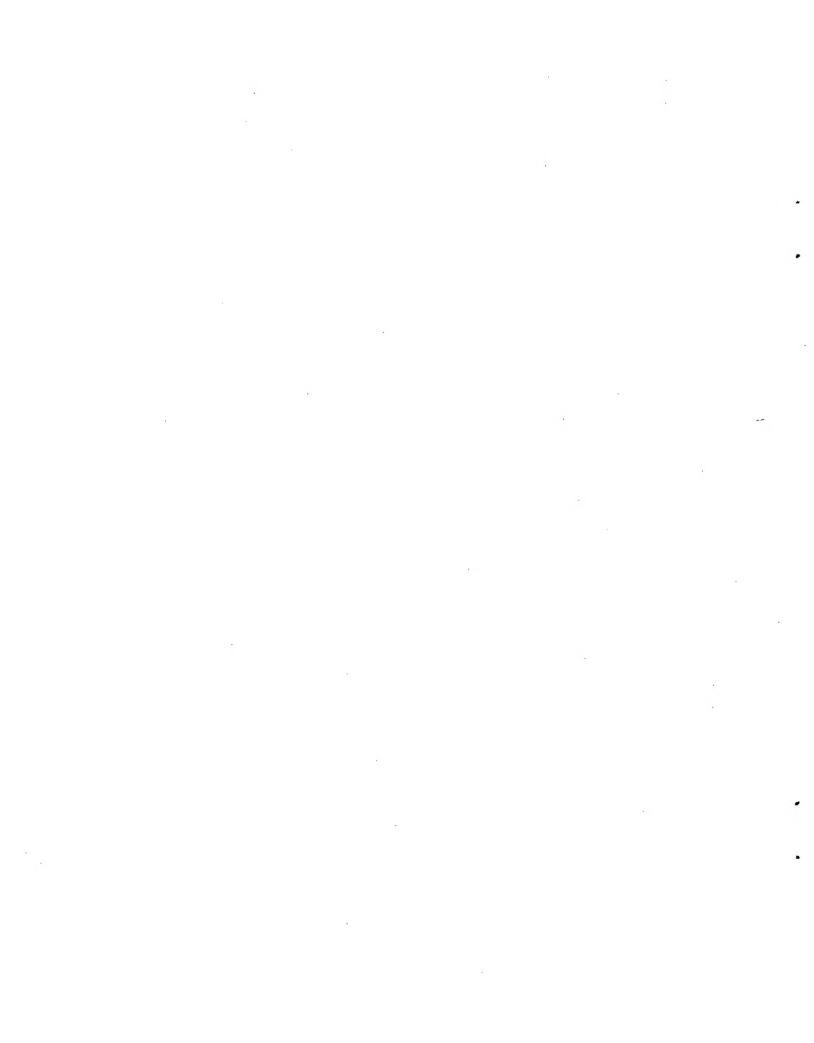
15. Special Case

[Special Case]   The [Special Case] button flags a response as a special case. A special case is an "odd" response which cannot be coded from any of the reference files available.

While attempting to code a response, you may decide to flag a response as a special case when a respondent has provided an "odd" response to the Place of Work and/or Industry questions.

When you click on the [Special Case] button, a Special Case dialog appears to which you must answer.

Workplace location	Examples of responses
At Home	"in my own home" "work at home" "in ma basement" "at home"
No Fixed Workplace	"work all over" "throughout Toronto" "all over Ontario" "many locations" "no fixed address" "no usual palce" "all over the place"
Outside Canada	"United States" "South Africa" "Germany" "Europe" "foreign country" "outside the country"
Nonsense	"where ever there is work" "none of your business" "why do you need to know"
Close	

Select the special case response category which is most appropriate for the response.

Examples of responses for each special case category to help you with the selection.

To close and exit the Special Case dialog without flagging the response as "odd".

When you click on one of the special case category buttons, a confirmation dialog appears which identifies and displays the special case category which has been selected. You must supply an answer to the confirmation dialog.

1. Choose [OK] to confirm that you wish to flag the response to the special case category selected.

2. Choose [Cancel] to cancel and exit the confirmation dialog without flagging the response as a special case.

Depending which special case category was selected, one of four (4) confirmation screens is displayed.

Special Case confirmation	Special Case confirmation
Response declared a Special case: AT HOME	Response declared a Special case: NO FIXED WORKPLACE
[OK] [Cancel]	[OK] [Cancel]
Special Case confirmation	**Special Case confirmation**
Response declared a Special case: NONSENSE	Response declared a Special case: OUTSIDE CANADA
[OK] [Cancel]	[OK] [Cancel]

16. Previous/Next/Continue

[Previous]   The [Previous] button goes back to a previously observed response.

[Next]   The [Next] button advances to the next previously observed response.

[Continue]   The [Continue] button skips all previously observed responses and returns to the first not yet coded response to continue coding.

During a coding session, you may decide to review a previously observed response. The system allows to go back up to four (4) previously observed responses.

Each time the [Previous] button is pressed, the system goes back one more previously observed response. The [Previous] button is functional <u>only</u> after at least one response has been either coded, referred or flagged as a special case.

Each time the [Next] button is pressed, the system advances forward one more previously observed response until you are positioned at the first not yet coded response. The [Next] button is functional <u>only</u> after the [Previous] button has been selected.

The [Previous] and [Next] buttons display a previously observed response as if it had never been coded, referred or flagged as a special case. By looking at the screen, you cannot tell how the response had been previously resolved by yourself. When a previous response is displayed again, the system resets the system default values of the Search criteria based on the respondent data. It also automatically selects one of the reference files and searches for the reference file record which comes closest to matching the content of the Search criteria.

You may use the [Continue] button to return to the first not yet coded response, and to continue coding. Each previously observed response being skipped keeps its previously assigned code or status unless it has been explicitly recoded.

previously observed responses

Pressing [Previous] four times

Pressing [Next] twice

Pressing [Continue]
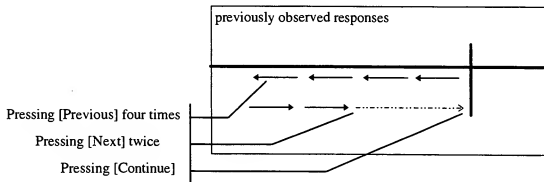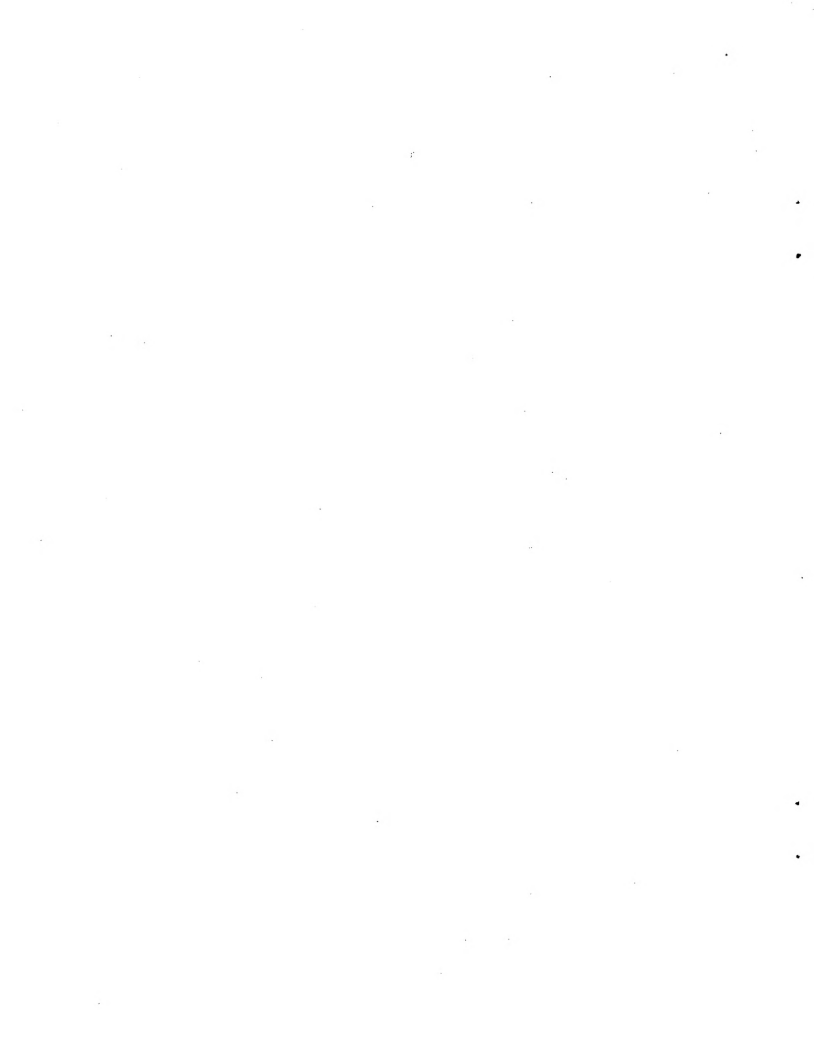
17. Re-Code

RE-CODE The [Re-Code] button assigns the record selected from the reference file to a previously observed response in a given coding session.

The [Re-code] button is equivalent to the [Code] button. A different label is displayed whenever you process respondent data previously observed in the same coding session. It is possible to recode responses from the current coding session only.

When you click on the [Re-code] button, a confirmation dialog appears which identifies and displays the reference file record which has been selected. You must supply an answer to the confirmation dialog.

1. Choose [Re-code] to confirm that the reference file record selected is a suitable match for the respondent data.

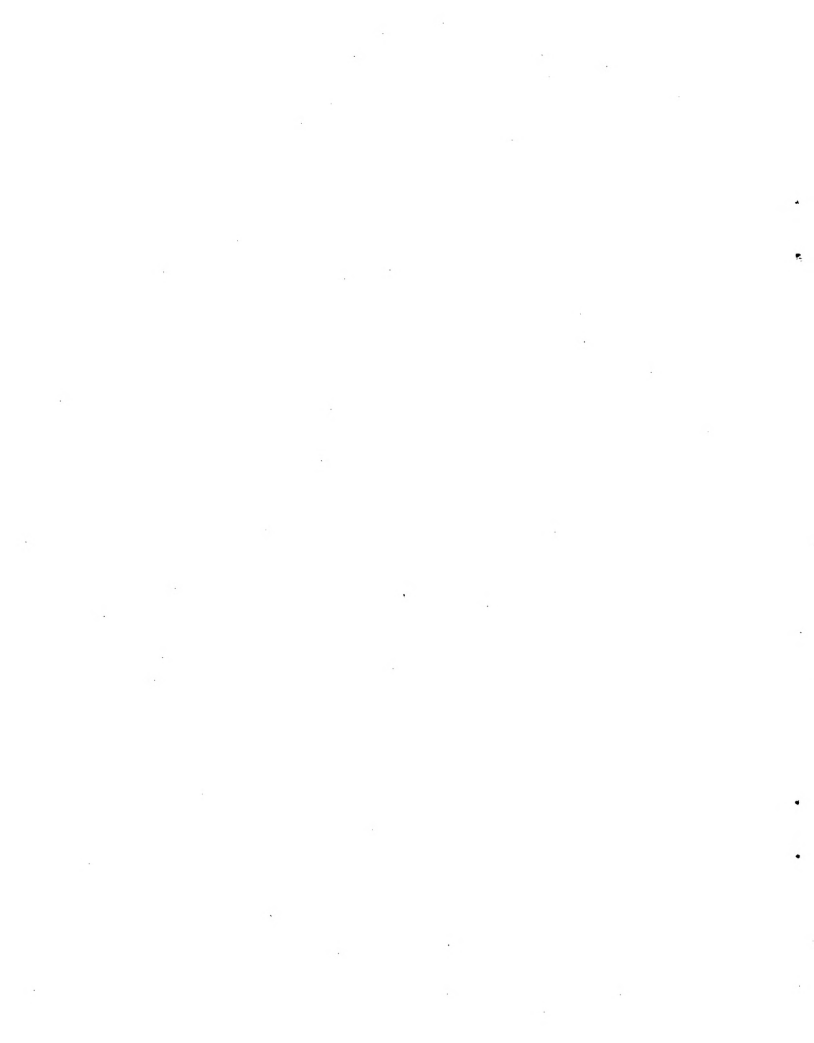2. Choose [Cancel] to cancel and exit the confirmation dialog without recoding the response.

RE-CODE RESPONSE TO THE FOLLOWING?				
Street:	2 to 20 DE LA DAM NEUVE RUE			
Place:				
City:	**LACHUTE**	CMA:	**LACHUTE**	
Province:	**QUEBEC**	Postal Code:	**J8H1A1**	
		RE-CODE **Cancel**		

18. Exit Coding
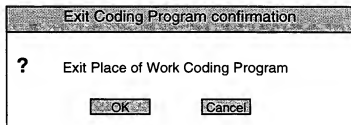
| Exit Coding Program | The [Exit Coding] button ends the coding session.

At any time during a coding session, you may choose to end the coding session.

When you click on the [Exit Coding Program] button, a confirmation dialog appears. You must supply an answer to the confirmation dialog.

1. Choose [OK] to confirm the exit and end of the coding session.

2. Choose [Cancel] to cancel and exit the confirmation dialog without ending the coding session.

```
┌─────────────────────────────────────────────┐
│       Exit Coding Program confirmation        │
├─────────────────────────────────────────────┤
│                                               │
│   ?    Exit Place of Work Coding Program      │
│                                               │
│            OK            Cancel               │
└─────────────────────────────────────────────┘
```

19. Additional Functions for Tier 2 Coders

The functions available to the Tier 2 coders include all those available to the Tier 1 coders.

In addition, the following functions are available to Tier 2 coders only. These are either a new or variation of an equivalent function available to Tier 1 coders.

Census Tract An action button to code a response to the Census Tract geographic level using the Census Tract reference file.

Source of code: A new dialog window which pops up when coding or recoding a response to indicate whether the Place of Work code was assigned using:
- Tier 1 coding procedures; or
- Tier 2 coding procedures, that is 1 of:
  - research procedures;
  - address imputation;
  - Census Tract reference file.

Refer An action button identical to the [Refer] button available to Tier 1 coders to refer coding to a team of Tier 2 coders. The difference is, when the Refer button is used by a Tier 2 coder, the response is sent to be coded by a team of Tier 3 coders.

Although there is little difference in the functionality and mechanics of the on-line coding system for Tier 1 and Tier 2 coders, the coding procedures to be followed by each stream of coders are different. Refer to the Coding Procedures Manual for detailed instructions specific to each stream of coders.

19.1 Census Tract

Census Tract   The [Census Tract] button lists records from the Census Tract reference file and provides Tier 2 coders the ability to code a response to the Census Tract geographic level.

If you are a Tier 2 coder, you may decide to access the Census Tract reference file and code a response to the census tract geographic level. When you click on the [Census Tract] button, a list of records from the Census Tract reference file are displayed in a window.

Scroll up and down the Census Tract reference file.

Then, click anywhere on a row to select and highlight a census tract which is most appropriate to the respondent data.

Census Tract Codes

Census Metropolitan Area	Census Tract	Municipality	Type	Province
BARRIE	4090.0	BARRIE	C	ONTARIO
BARRIE	4090.0	UESPRA	TP	ONTARIO
BARRIE	4091.0	BARRIE	C	ONTARIO
BARRIE	4091.0	BARRIE	C	ONTARIO
BARRIE	4092.0	UESPRA	TP	ONTARIO
BARRIE	4092.0	UESPRA	TP	ONTARIO
BATHURST	B09.00	BELLEDUNE	UL	NEW BRUNS
BATHURST	810.00	BERESFORD	PAR	NEW BRUNS
BATHURST	811.01	BERESFORD	PAR	NEW BRUNS

[Accept]   [Cancel]

To accept the selection of a Census Tract

To cancel and exit the Census Tract reference file without selecting a Census Tract.
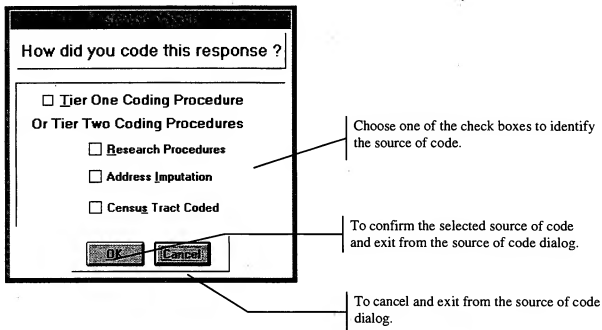
Once you have selected a Census Tract, a confirmation dialog appears which identifies and displays the Census Tract which has been selected. You must supply an answer to the confirmation dialog.

1. Choose [OK] to confirm that you wish to code the response to the Census Tract selected.

2. Choose [Cancel] to cancel and exit the confirmation dialog without coding the response.

CENSUS TRACTS REFERENCE FILE

Census Tract:	120.01		
City:	GLOUCESTER	CMA:	OTTAWA - HULL
Province:	ONTARIO		

[OK]   [Cancel]

19.2 Source of Code

If you are a Tier 2 coder, whenever you confirm that you wish to code or recode the response to the reference file record which has been selected by answering [OK] to the confirmation dialog, a second dialog appears to identify the source of code. You must supply an answer to the source of code dialog to identify where the closest matching record was selected from.

How did you code this response ?

☐ Tier One Coding Procedure

Or Tier Two Coding Procedures

    ☐ Research Procedures

    ☐ Address Imputation

    ☐ Census Tract Coded

OK   Cancel

Choose one of the check boxes to identify the source of code.

To confirm the selected source of code and exit from the source of code dialog.

To cancel and exit from the source of code dialog.

When you code from the Census Tracts reference file, the system will not prompt you for the Source of Code which is automatically set to Census Tract Coded.

19.3 Refer to Tier 3 Coders

Refer   The [Refer] button sends a response being coded by a Tier 2 coder to a team of Tier 3 coders for resolution.

If you are a Tier 2 coder, you may decide to refer coding to a team of Tier 3 coders. The [Refer] button for a Tier 2 coder has the same functionality as the [Refer] button for a Tier 1 coder. The difference being that the response when referred by a Tier 2 is sent to a team of Tier 3 coders for resolution.

When you click on the [Refer] button, a Refer confirmation dialog appears. You must supply an answer to the Refer confirmation dialog.

The comments field however is optional. It is a data entry field where you may type a message to send to the team of Tier 3 coders along with the respondent data.

1. Type any comments you may wish to send to the team of Tier 3 coders.

2. Choose [OK] to confirm that you wish to refer the respondent data to a team of Tier 3 coders.

3. Choose [Cancel] to cancel and exit the refer confirmation dialog without sending anything to the team of Tier 3 coders.

Send response to Tier 3 Coders?

Comments:

OK   Cancel

To enter a message:
Position the cursor where you wish
to enter text and click on the mouse.
A blinking insertion point shows
where the text will be inserted.

20. Glossary

In the User Guide and Place of Work Interactive Coding System, a number of terms and abbreviations are used to refer to geographical units used by the Census of Population. The following is a glossary for a quick-reference of the terms and abbreviations used by the Place of Work Interactive Coding System.

Block-face
: A block-face representative point is the smallest recognizable geographical unit to which census data can be associated. The block-face refers to one side of a city street. Normally, the block-face is defined as the portion of the street between two consecutive intersections or between a road intersection and some other physical feature (such as a creek or railway track). Each block-face has a representative point which is arbitrarily situated in the approximate centre of the block-face and is associated with geographic coordinates.

Census Metropolitan Area (CMA)
: A Census Metropolitan Area (CMA) is a very large urban area which shares a high degree of economic and social integration with adjacent urban and rural areas. A CMA differs from a census agglomeration by the size of the population. CMAs occur in urban areas with a population of at least 100, 000 (based on the previous census). Many cities may be included within a CMA and as a result, the same street will often appear in several different cities within a CMA.

Place name or Place
: A place name is a general term for cities, towns, villages, localities, urban neighbourhoods, communities, airports, and other types of unincorporated places. Place names include the name of inhabited places, formerly inhabited places, and other names associated with some human activity.

Postal code
: The postal code is a six-character alphanumeric code (A#A #A#) which has been defined and maintained by Canada Post Corporation in order to process mail. The first character of a postal code refers to a province or territory (or portion thereof) in alphabetic sequence from east to west across Canada.
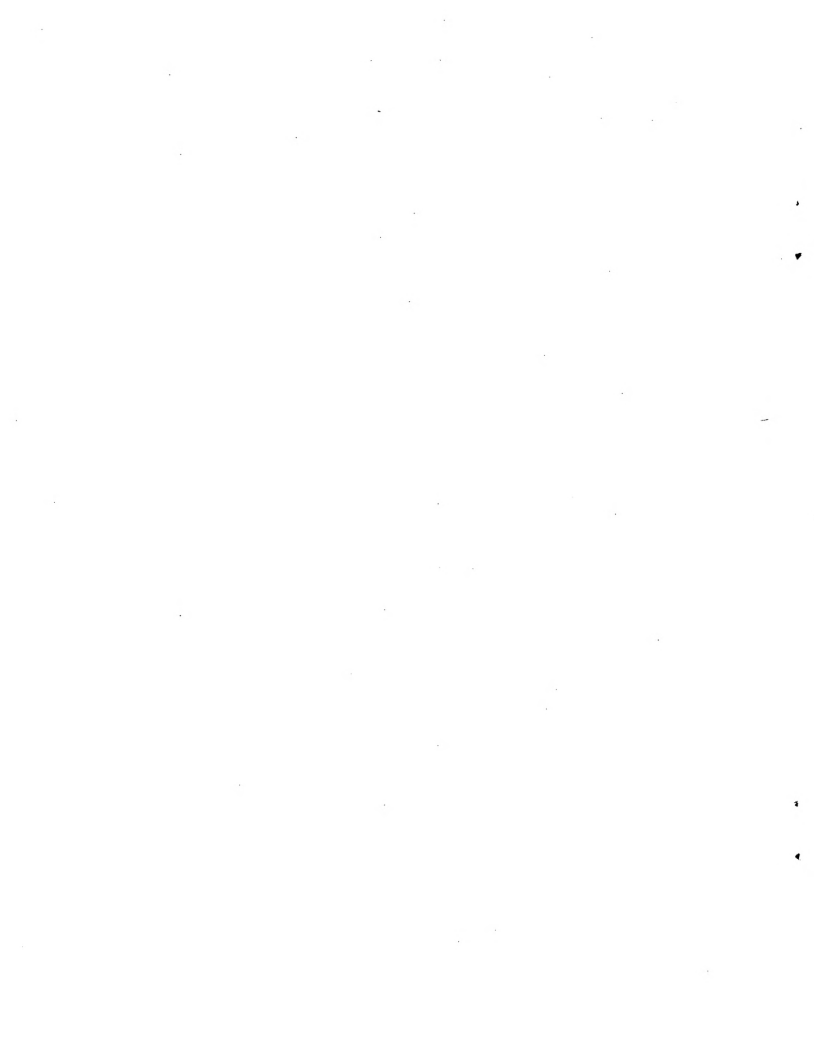
21. Basic Operations in Windows

A basic knowledge of Windows is required to use the Place of Work Interactive Coding System.

21.1 Mouse Operations Terminology

To point   Position the tip of the mouse pointer over the specified element without using the left mouse button.

To click   Position the tip of the mouse pointer over the specified element, and press once then release the left mouse button.

To double-click   Position the tip of the mouse pointer over the specified element, and press then release the left mouse button twice in quick succession.

To drag   Position the tip of the mouse pointer over the specified element, hold down the left mouse button, and move the mouse. The mouse pointer moves, dragging the element. Move the element to the desired location and release the left mouse button.

21.2 Window Operations

In Place of Work Interactive Coding System, these buttons are programmed to be functional in specific windows only.
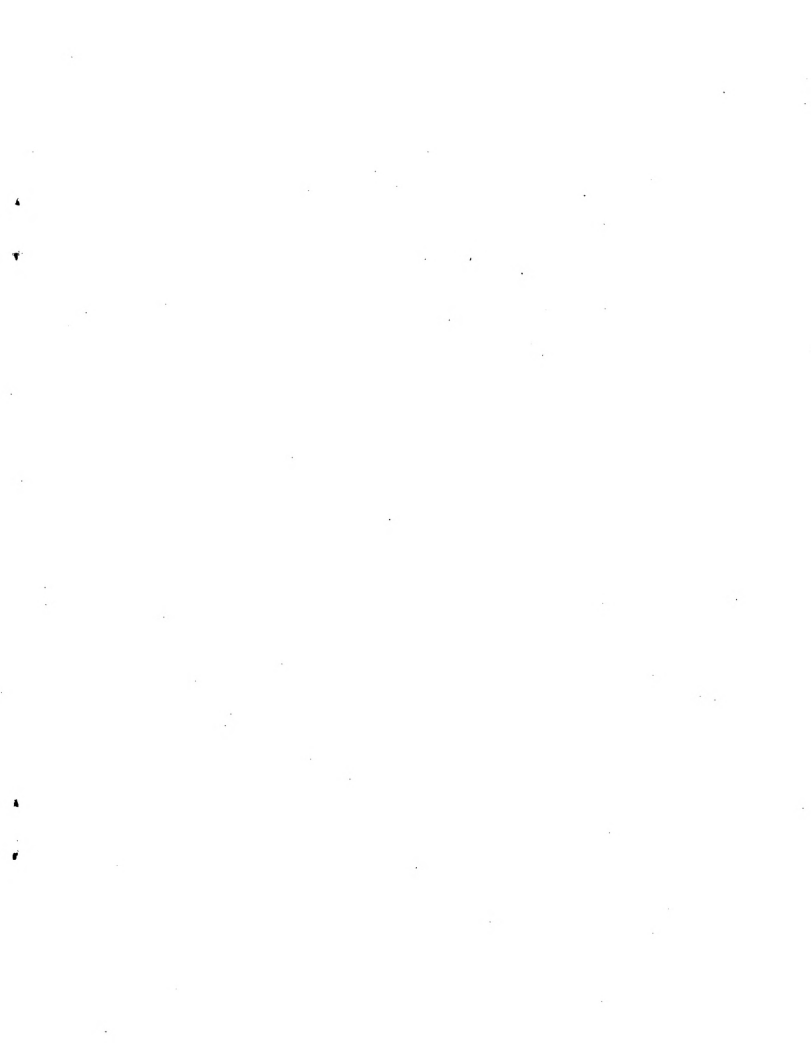
To minimize a window   Click on the Minimize button in the upper right corner of the window.

To restore a minimized window   Double-click on the icon representing the minimized window to be restored.

To maximize a window   Click on the Maximize button in the upper right corner of the window.

To restore a maximized window   Click on the Restore button in the upper right corner of the window.

To move an entire window   Drag the title bar of the window to the desired location.

To select a window   Click anywhere on the window to be activated. The menu bar and borders of the selected window are darkened.

To close a window   Click on the Control-menu button in the upper left corner of the window. When you close the window of an application, the corresponding application stops.